

Agenda

Sacramento Suburban Water District

Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, December 16, 2019
6:00 p.m.

Where appropriate or deemed necessary, the Board may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the address listed above.

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. Persons who wish to comment on either agenda or non-agenda items should fill out a Comment Card and give it to the General Manager. The President will call for comments at the appropriate time. Comments will be subject to reasonable time limits (3 minutes).

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Sacramento Suburban Water District Human Resources at 916.679.3972. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Call to Order

Pledge of Allegiance

Roll Call

Election of District Officers

1. Election of District Officers

Announcements

Public Comment

This is the opportunity for the public to comment on non-agenda items within the Board's jurisdiction. Comments are limited to 3 minutes.

Consent Items

The Board will be asked to approve all Consent Items at one time without discussion. Consent Items are expected to be routine and non-controversial. If any Board member, staff or interested person requests that an item be removed from the Consent Items, it will be considered with the Items for Discussion and/or Action.

2. Minutes of the November 18, 2019 Regular Board Meeting
Recommendation: Approve subject minutes.
3. Capital Asset Policy (PL - Fin 002)
Recommendation: Ratify the subject policy without changes.
4. Resolution No. 19-15 Honoring Steve Nugent on His Retirement
Recommendation: Adopt subject resolution.

Items for Discussion and/or Action

5. Committee and Liaison Appointments for 2020
The Board President will consider committee and liaison appointments for 2020.
6. McClellan Business Park Water Service Successor Agreement with Sacramento County
Recommendation: Approve subject agreement.
7. Sacramento LAFCo Election of Alternate Special District Commissioner
Recommendation: Receive written staff report, consider candidate selection, and direct staff to process ballot as appropriate.
8. General Manager Employment Agreement
Recommendation: Consider approving revisions to the current General Manager's Employment Agreement.
9. State of the District Presentation
Recommendation: Receive written staff report and direct staff as appropriate.

General Manager's Report

10. General Manager's Report
 - a. Del Paso Manor Water District Update
 - b. Grant of Easement and Right of Way at 5236 Manzanita Avenue
 - c. Sacramento Region Collaboration Study Update

Assistant General Manager's Report

11. Assistant General Manager's Report
 - a. Implementing the Strategic Plan

Department/Staff Reports

12. Financial Report
 - a. Financial Highlights – November 2019
 - b. Financial Statements – November 2019
 - c. Investments Outstanding and Activity – November 2019
 - d. Cash Expenditures – November 2019
 - e. Credit Card Expenditures – November 2019
 - f. District Reserve Balances – November 2019
 - g. Information Required by LOC Agreement
 - h. Financial Markets Report - November 2019
13. District Activity Report
14. Engineering Report
 - a. Major Capital Improvement Program (CIP) Projects
 - b. Planning Documents
 - c. Other

Director's Reports (Per AB 1234, Directors will report on their meeting activities)

15. a. Regional Water Authority (President Jones)
None.

Regional Water Authority Executive Committee (General Manager York)
Agenda for the December 11, 2019 meeting.
- b. Sacramento Groundwater Authority (Director Thomas)
Agenda for the December 12, 2019 meeting.
- c. Water Caucus Meeting (General Manager York)
None.

d. Water Forum Successor Effort (General Manager York)
None.

e. Other Reports – AB 1234

Committee Reports

16. a. Facilities and Operations Committee (Director Jones)
None.

b. Finance and Audit Committee (Director Wichert)
None.

c. San Juan Water District/Sacramento Suburban Water District Water
Management/Re-Organization Committee (Director Jones)
None.

Information Items

17. 2019 Budget Reallocations

18. Legislative and Regulatory Update

19. Upcoming Water Industry Events

20. Upcoming Policy Review

a. Training and Career Development Policy (PL – HR 004)

Director's Comments/Staff Statements and Requests

The Board and District staff may ask questions for clarification, and make brief announcements and comments, and Board members may request staff to report back on a matter, or direct staff to place a matter on a subsequent agenda.

Closed Session (Closed Session Items are not opened to the public)

21. Conference with legal counsel – potential litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiating litigation involving the State Water Resources Control Board's proceedings related to the California Water Fix and the Bay-Delta Water Quality Control Plan Update.

22. Conference with real property negotiator involving the purchase, sale, lease or exchange of 5334 Walnut Avenue, Sacramento, CA. Dan York, District negotiator, will

negotiate with Robert Jacobs. Instructions to the negotiator(s) may include price, terms of payment, or both. (See Government Code sections 54954.5(b) and 54956.8.)

Adjournment

Upcoming Meetings

Monday, January 27, 2020 at 5:30 p.m., Financing Corporation Annual Board Meeting
Monday, January 27, 2020 at 6:00 p.m., Regular Board Meeting

I certify that the foregoing agenda for the December 16, 2019 meeting of the Sacramento Suburban Water District Board of Directors was posted by December 13, 2019 in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Suite 100, Sacramento, California, and was freely available to the public.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 1

Date: December 6, 2019

Subject: Election of District Officers

Staff Contact: Dan York, General Manager

According to the Rules for Proceedings of the Board of Directors (PL - BOD 002), annually at the first regular meeting in December the Board may select a president and/or vice president to serve for the coming year. Attached as Attachment 1 is the Rule for proceedings of the Board of Directors Policy PL - BOD 002 that outlines the selection of officers and the duties of the President.

Sacramento Suburban Water District

**Rules for Proceedings of the
Board of Directors**

Adopted: February 20, 2002
Approved with Changes: October 21, 2019.

Introduction

These are the rules for proceedings of the Board of Directors of Sacramento Suburban Water District. (See Water Code section 30530.) The purposes of these rules are to facilitate public participation during meetings of the Board, protect the rights of all Directors and to provide a process for conducting Board meetings in an orderly and efficient manner. The provisions of the County Water District Law (see Water Code sections 30000, *et seq.*), Brown Act (Government Code section 54950, *et seq.*) and any other applicable law will control over any inconsistent provision contained in these rules.

Rule 1 – Selection of Officers

The President and Vice-President of the Board will be elected by the members of the Board for a one year term. The election will be held at the first regular meeting in December of each year or at any earlier special meeting called for the purpose of swearing in new members and organizing the Board. (See Water Code section 30520 and Elections Code section 10554.) The remaining provisions of this paragraph will be considered discretionary guidelines for the Board to follow in selecting its President and Vice-President, and will not be binding on the Board. The Board will normally follow a rotation for the election of President and Vice-President under which the Vice President will normally be elected President at the conclusion of the President's one year term. If the membership on the Board of the President is terminated before the expiration of his or her one year term of office, the Vice-President will automatically become the President for the balance of that term.

In the event of a contested election, the following is the recommended procedure for nominating and selecting the Board President or Vice President: (1) the then-presiding President should open nominations and ask if there are there any nominations for the contested office; (2) any Director then may make a nomination -- e.g., "I nominate Director X" -- no second is required for a nomination, although sometimes one or more Directors will second a nomination to indicate endorsement (a Director may nominate himself or herself, but nominations cannot be accepted from members of the public); (3) a Director may decline a nomination; (4) when it appears that no one else wishes to make a nomination, the President should ask if there are additional nominations -- if there is no response, the President then should declare that the nominations for the office are closed and state the names of the nominees (it is unnecessary to have a motion to close the nominations); (5) after nominations have been closed, nominations may be reopened only by a motion, second and majority vote to reopen them; (6) after

nominations have been closed and before the vote, the public should be provided an opportunity to comment on the agenda item; (7) the President then should call for votes on the nominees by a roll call vote on each nominee, and each Director should cast his or her yea or nay vote on each nominee, e.g., "For the first nominee for President, Director X, please state your vote by yea or nay;" (8) nominees should be voted on in the order in which they are nominated and the process should continue until there is a majority approval of one of the nominees; and (9) as soon as one of the nominees receives a majority vote, the President should declare that person elected to the office and no vote is taken on any remaining nominees.

The Board will by majority vote appoint a Secretary and Treasurer, who will serve at the pleasure of the Board. (See Water Code sections 30540-30543.)

Rule 2 – Duties of President of the Board

The President of the Board of Directors will be its presiding officer. (See Water Code section 30520.) The President's duties will include, but not be limited to, the following: acting as the liaison between the General Manager and the Board, calling special meetings of the Board, presiding over meetings of the Board, establishing and appointing committees of the Board, and appointing representatives of the District to associations of which the District is a member or in which it has a significant interest. The Board will appoint representatives of the District to joint powers authorities of which the District is a member. In the President's absence, the Vice-President of the Board will perform such duties. If both the President and Vice-President are absent from a noticed public meeting, the remaining three Board members will choose one of their number to preside.

Rule 3 – Time and Place for Regular Meetings

The regular monthly meeting of the Board of Directors will be held in the Boardroom at the District's administrative office (3701 Marconi Avenue, Suite 100, Sacramento, California) on the third Monday of each month, commencing at 6:30 p.m. (6:00 p.m. starting January 2018) except that the January regular Board meeting will be held on the fourth Monday of that month due to the Martin Luther King, Jr. Holiday and the February meeting will be held on the Monday following President's Day Holiday. The location, day and time for holding regular meetings may be changed by the Board of Directors from time to time by resolution. If a regular meeting falls on a different holiday (as listed in Government Code section 6700), the meeting will be held on the day designated by the Board by minute order. (See Government Code section 54954(a).)

Rule 4 – Quorum Requirements

The Board of Directors consists of five members. Three members of the Board will constitute a quorum for the transaction of business. (See Water Code section 30524 and Resolution 04-09, adopted April 19, 2004).

Rule 5 – Majority Vote

Three members of the Board will be required to approve any ordinance, resolution or motion, unless a different voting requirement to approve a particular action is specified under State law. (See Water Code section 30525.)

Rule 6 – What Constitutes an Affirmative Vote

Unless a Director is not voting because of a conflict of interest, a Director who is present for a vote on a matter before the Board will be deemed to have voted in the affirmative on a matter unless the Director votes against the measure by casting a "no" vote. An "abstain" vote will constitute an "aye" vote. (See *Dry Creek Valley Association, Inc. v. Board of Supervisors* (1977) 67 Cal.App.3d 839.) When calling for the vote on a motion, the President of the Board may (a) call for "aye" and "no" votes, or (b) ask if there are any "no" votes, since the remaining Directors present will be deemed to have voted in the affirmative unless they are not voting due to a conflict of interest.

Rule 7 – Conflicts of Interest

A member of the Board may not make, participate in making or in anyway attempt to use his or her official position to influence a decision of the Board of Directors in which he or she knows or has reason to know that he or she has a financial interest. (Government Code section 87100.) Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect, as defined and analyzed under the Fair Political Practices Commission's ["FPPC"] regulations, that is distinguishable from the effect on the public generally, involving the dollar amounts set by FPPC regulations from time to time, on (a) a business entity in which the Director has a direct or indirect investment, (b) real property in which the Director has a direct or indirect investment interest, (c) a source of income of the Director, within twelve months before the Board decision, (d) a source of gifts to the Director, within twelve months before the Board decision, or (e) a business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent owns directly, indirectly or beneficially a ten percent interest or greater. (Government Code section 87103.)

If a member of the Board believes he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be used: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the General Manager of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Manager before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that

there is a disqualifying conflict of interest, the Director (1) will not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists, and (2) leave the Board room until after the discussion, vote and any other disposition of the matter has been concluded, unless the matter has been placed on the consent agenda, except that the Director may speak on the matter during the time that the general public speaks on the matter. In such a case, the Board minutes will state: "Due to a potential conflict of interest, Director _____ did not participate in the discussion, deliberation or vote on this matter."

A Board member also is prohibited from having a financial interest in a contract with the District, or be purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Board member's participation is authorized under Government Code section 1090, 1091 or 1091.5, or other provisions of law. Any Director who has a prohibited interest in a contract proposed to be made by the District should declare the conflict as soon as it becomes known and the Board will not consider or take any further action in regard to such contract.

Rule 8 – Motions

The three steps for bringing a motion before the Board are: (a) a Director makes a motion, (b) another Director seconds the motion, and (c) the President states the motion. Once the motion has been stated by the President, it is open to formal discussion. While only one motion can be considered at a time, and a motion must be disposed of before any other question is considered, (a) a motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second, which is then approved by the Board, or (b) a motion may be tabled before it is voted on by motion made to table, which is then seconded and approved by the Board, or (c) a motion may be rejected without further discussion of or action on the motion by a motion of "objection to consideration," which is then seconded and approved by the Board, or (d) further discussion of a motion can be terminated by a motion "to call the question," which is then seconded and approved by the Board. Any Director, including the President, may make or second a motion.

Rule 9 – Protection of Rights of Directors

One of the primary purposes for these rules of procedure is to protect the rights of all Directors. The President will allow each Director a reasonable opportunity to discuss a motion, after it has been made and seconded, and before it has been voted on. The President can set reasonable time limits for discussion of a motion. A Director can object to a procedural ruling by the President by stating: "Mister/Madam President, I rise to a point of order." The President must then ask the Director to state the point of order. The President will then rule on the point of order. The President's ruling on a point of order may be appealed by a motion made and seconded to appeal the decision, which is then voted on by the Board.

Rule 10 – Record of Vote

Except where action is taken by the unanimous vote of all Board members present and voting, the ayes and noes taken upon the passage of all ordinances, resolutions or motions will be entered upon the minutes. (See Water Code section 30526.)

Rule 11 – Ordinances

The enacting clause of all ordinances passed by the Board will be: "Be it ordained by the Board of Directors of Sacramento Suburban Water District as follows:" (See Water Code section 30527.) All ordinances will be signed by the President and attested by the Secretary. (See Water Code section 30528.)

Rule 12 – Agenda and Agenda Materials

In consultation with the Board President, the General Manager will be responsible for preparing the agenda for regular Board meetings and meetings of standing and *ad hoc* committees (see Government Code section 54952 and Rule 22), and having the agenda for regular Board meetings and standing committee meetings posted at the District office in a location freely accessible to the public no later than seventy-two hours before a regular meeting and on the District's website. The agenda will specify the time and location of the meeting and contain a brief, general description of each item of business to be transacted or discussed at the meeting, including closed session items. (See Government Code section 54954.2.) Any member of the Board may request the General Manager to place an item for discussion or action on the agenda. In order to allow sufficient time to prepare the agenda and back-up materials, the deadline for adding items to the agenda for a regular meeting will be at 4 p.m., seven working days before the meeting. Any member of the public may make a request to the Board at any regular meeting to place an item for discussion on a future agenda, but such a request will be honored only if a majority of the Board approves by motion or consensus.

An agenda for a regular or special Board meeting will contain the following statements: (a) "The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item." (See Government Code section 54954.3(a).); (b) "Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the address listed above." (See Government Code section 54957.5(b)(2).); and (c) "In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact [insert the name and telephone number of the person designated by the General Manager]. Requests must be made as early as possible, and at least one-full business day before the start of the meeting." (See Government Code section 54954.2(a).).

Rule 13 – Requests for Copies of Agendas and Agenda Materials

Any person may request the District to mail or electronically mail him or her a copy of the agenda or agenda packet for any meeting of the Board. When the District receives such a request, the General Manager or his/her designee will distribute copies of the requested materials (except for documents that are exempt from disclosure under the Public Records Act) to the requesting party at the time that the agenda is posted or when the agenda packets are distributed to a majority of the Board members, whichever occurs first. Any request for copies of agendas or agenda packets for all Board meetings in a given year will be valid for the calendar year in

which the request is submitted, and the request must be renewed after January 1 of each year in which it is to remain in effect. (Government Code section 54954.1.)

Documents that are distributed to all or a majority of the members of the Board by any person in connection with a matter subject to discussion or consideration at a regular or special meeting of the Board will be disclosable public records under the California Public Records Act (commencing with Government Code section 6250), and will be made available upon request by a member of public without delay, except as to documents that are exempt from disclosure under the Public Records Act. Any public documents related to an open session agenda item that are distributed to all or a majority of Board members by staff or any third party less than 72 hours before a regular Board meeting will be made available for public inspection at the same time. Such documents will be available for public inspection in the customer service area of the District's Administrative Office. Documents that are distributed during a regular or special Board meeting that are subject to disclosure under the Public Records Act will be made available for public inspection at the meeting, if prepared by the District or a member of the Board, or after the meeting, if prepared by some other person. The District may charge a fee for responding to requests for copies of agendas, agenda packets or other documents, which fee will be limited to the District's copying and postage costs as provided in the District's Records Inspection, Retention, and Disposal Policy (PL - Adm 002). (See Government Code section 54957.5(a) and (b).)

Upon request, the agenda and other documents referred to in this rule will be made available in an appropriate alternative format to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. section 12132) and the federal rules and regulations adopted in implementation thereof. (See Government Code sections 54954.1, 54954.2(a) and 54957.5(b).) The District will not charge a special surcharge to provide documents requested in an alternative format by a person with a disability in accordance with the Americans with Disabilities Act and its implementing regulations. (See Government Code section 54957.5(c).)

If the District records the meeting, it will retain the recording for at least thirty days following the meeting, after which it may be erased or destroyed. The public may inspect the recording on a computer made available by the District, without charge. (See Government Code section 54953.5(b).)

Rule 14 – Authority to Act on Matters Not on the Agenda

The Board will not take action on or discuss any item not appearing on the posted agenda, except under the following conditions, in which cases the item will be publicly identified before discussion begins: (a) upon a determination by a majority of the Board that an emergency situation exists, as further described in Rule 25 hereof; (b) upon a determination by a two-thirds vote of the Board members present at the meeting, or, if less than two-thirds of the members of the Board are present, a unanimous vote of those members present, that the need to take immediate action became apparent after the agenda was posted; or (c) the item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action

is being taken. (See Government Code sections 54954.2 and 54956.5.)

Rule 15 – Consent Agenda

The General Manager may list on the agenda a “consent agenda,” which will consist of routine matters on which there is generally no opposition or need for discussion. Examples of consent agenda items might include approval of minutes, financial reports and routine resolutions. Any matter may be removed from the consent agenda and placed on the regular agenda at the request of any member of the Board. The entire consent agenda may be approved by a single motion made, seconded and approved by the Board.

Rule 16 – Oral Informational Reports

Any member of the Board may make an oral report at a regular meeting for the purpose of informing the Board of any matter of interest to the District. Regular meeting agendas will include specific items for Directors’ reports and comments. The Board also may call on the General Manager, District staff or District legal counsel for oral informational reports on matters not on the agenda. Unless the Board makes the determinations required under Rule 14, there will be no more than limited discussion, and no action, on matters covered in such oral reports. (See Government Code section 54954.2(a).)

Rule 17 – Public Participation

Every agenda for a regular meeting will provide an opportunity for members of the public to directly address the Board on items of interest that are within the subject matter jurisdiction of the Board and that do not appear on the agenda. This agenda item will be described substantially as follows: “Opportunity for public comment on non-agenda items within the Board’s jurisdiction.” During the Public Forum, the Board may, at its discretion, not respond, briefly respond to statements made or questions posed by the public, or ask District staff for clarification, refer the matter to District staff or ask District staff to report back at a future meeting. (See Government Code sections 54954.2 and 54954.3.) The Board will not take action on any matter raised during the Public Forum, unless the Board first makes the determinations set forth in Rule 14. In order to facilitate public participation during the Public Forum session of the meeting, the Board may limit the total amount of time allocated for public comment on a particular issue (ten minutes or less normally will be standard), and may limit the time allocated for public comment by an individual speaker (three minutes or less normally will be standard). The President may declare any comment as out of order, irrelevant, repetitious or disruptive. (See Government Code section 54954.3.)

It is the general policy of the Board to refer to the General Manager for resolution complaints received from members of the public. If the complaint cannot be resolved, the General Manager will place it on a future meeting agenda for consideration by the Board.

The public may address the Board concerning an agenda item during a regular or special Board meeting, including commenting on the closed session agenda prior to the Board adjourning into closed session, either before or during the Board’s consideration of that agenda

item. (See Government Code section 54954.3(a).)

These rules are not intended to prohibit public criticism of policies, procedures, programs or services of the District, or of the acts or omissions of the Board. (See Government Code section 54954.3(c).)

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting infeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, will be allowed to attend any session held pursuant to this section. Nothing in this section will prohibit the Board from readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. (See Government Code section 54957.9.)

Rule 18 – Public Hearings

The procedure for conducting public hearings during a meeting of the Board will be as follows: (a) no earlier than the time set for the public hearing, the President of the Board will declare the public hearing open; (b) the President will ask the General Manager whether notice of the public hearing has been given in the manner required by law; (c) the President will ask the General Manager whether written comments on the subject matter of the public hearing have been received; (d) the President will ask whether any member of the public wishes to present written or oral comments on the subject of the public hearing; (e) in its discretion, the Board may set time limits on the amount of time an individual speaker is allowed to comment orally during the public hearing; and (f) following the close of presentation of comments and before any Board discussion and action on the subject matter, the President will declare the public hearing closed. The Board may continue a public hearing from time to time in accordance with the procedures described in Rule 19. (See Government Code section 54955.1.)

Rule 19 – Adjournment

A meeting of the Board will be adjourned by (a) loss of a quorum, (b) by declaration of the President that the meeting is adjourned when the agenda has been completed and there is no further business to come before the Board, or (c) by motion made, seconded and approved to adjourn the meeting. A regular or special meeting of the Board may also be adjourned for the purpose of continuing it to a specific day and time (a) by motion made, seconded and approved by a majority of the Board, (b) by approval of less than a quorum if a quorum is not present, or (c) by the Secretary of the Board if all members are absent from any regular or adjourned regular meeting. A copy of the order or notice of adjournment to continue a meeting to another date will be conspicuously posted on or near the door of the District office where the meeting was held within twenty-four hours after the time of adjournment. (See Government Code section 54955.)

Rule 20 – Special Meetings

A special meeting may be called at any time by the President or by a majority of the members of the Board, by delivering personally or by any other means, including mail, facsimile and electronic mail, written notice to each member and to each newspaper, radio or television station requesting notice in writing. Such notice must be received at least twenty-four hours before the time of such meeting as specified in the notice to constitute notice of the special meeting (except as to emergency meetings, in which case, the notice requirements specified in Rule 25 will be followed). Electronic mail will constitute notice of a special meeting only if the recipient confirms receipt, and it will be deemed to be received at the time of such confirmation. The call and notice for a special meeting must specify the time and place of the special meeting and the business to be transacted, and must include the statements specified in Rule 12. No other business will be considered at such meeting. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the District Secretary a written waiver of notice. Waiver may be given in person or by mail, facsimile, electronic mail or telegram. Such written notice may also be dispensed with as to any member who was actually present at the meeting at the time it convenes. Notice of a special meeting must also be posted at least twenty-four hours before the meeting in a location freely accessible to the public and on the District's website. (See Government Code sections 54954.3(a) and 54956.)

Rule 21 – Board Workshop Meetings

From time to time, the Board may set a regular or special meeting to be conducted as a "workshop meeting," during which the Board would have the opportunity to receive presentations on and discuss matters identified on the agenda, but the Board would not normally take action on those items. Nothing in this rule is intended to prevent the Board from taking action on a matter during a workshop session if it is identified as an item for possible action on the agenda for that meeting.

Rule 22 – Board Committees

Board committees will be composed of less than three Directors, and may be either standing committees or *ad hoc* advisory committees. A Board standing committee has continuing subject matter jurisdiction. (See Government Code section 54952.) In accordance with Rule 12, standing committee meetings will be open to the public (except for authorized closed sessions), and the agenda for those meetings will be posted in the same manner as the agenda for regular Board meetings. In addition, the President may from time to time establish, and appoint the members of, *ad hoc* advisory committees to serve a limited or single purpose, which committees are to be dissolved once their specific task is completed. The meetings of an *ad hoc* advisory committee are not required to be open to the public, and notice of such meetings is not required to be posted. (See Government Code sections 54951 and 54952.)

Directors who are not members of a standing committee may attend a standing committee meeting only as observers, and they may not participate in the committee meeting, ask questions or sit with the committee members at the Board table. (See subsection (c)(6) of Government Code section 54952.2.) Directors who are not members of an *ad hoc* committee may not attend

an *ad hoc* committee meeting.

Rule 23 – Closed Sessions

A closed session may be held on any subject authorized under the Brown Act. The agenda for a regular or special meeting will contain a brief, general description of the purpose of a closed session, in substantially the following form:

a. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); _____ v. _____ [insert name of case, e.g., *Jones v. District*].

b. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); case name unspecified because _____ [insert either “disclosure would jeopardize service of process” or “disclosure would jeopardize existing settlement negotiations”].

c. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(2) and (3); significant exposure to litigation involving _____ [describe].

d. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiation of litigation involving _____ [describe or specify only number of cases if confidentiality is required or deemed necessary].

e. Public employee appointment involving _____ [insert position(s) to be filled]; Government Code sections 54954.5(e) and 54957(b)(1).

f. Public employee performance evaluation involving _____ [insert position(s) being reviewed]; Government Code sections 54954.5(e) and 54957(b)(1).

g. Public employee discipline/dismissal/release; Government Code sections 54954.5(e) and 54957(b). [No additional information required.]

h. Conference with labor negotiator involving _____ [insert name of District negotiator] and _____ [insert name of employee organization involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

i. Conference with labor negotiator involving _____ [insert name of District negotiator] and unrepresented employee(s) in position(s) of _____ [insert position(s) of unrepresented employee(s) involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

j. Conference with real property negotiator involving the purchase, sale, lease or exchange of _____ [insert street address or other description of property],

_____ and ____ [insert name of District negotiator(s)], District negotiator(s), will negotiate with _____ [insert name of other party(ies)]. Instructions to the negotiator(s) may include price, terms of payment, or both. (See Government Code sections 54954.5(b) and 54956.8.)

k. Closed session consultation [insert the name, if applicable, of a law enforcement agency, and the title of the officer, or the name of an applicable agency representative (legal counsel or security officer) and title] concerning a threat to public services or facilities, or for the assessment of the security vulnerability of public facilities. (See Government Code sections 54954.5(e) and 54957(a).)

The Board will not keep minutes of its closed sessions. (See Government Code section 54957.2.) In the closed session, the Board will consider only those matters covered in its statement of reasons for holding the closed session. (See Government Code section 54957.7.)

Before holding a closed session to consider complaints or charges against a particular employee (as distinguished from evaluation of performance unrelated to any specific complaint or charge), the District will provide twenty-four hours' advance written notice to the employee of his or her right to have the matter heard in open session. If the employee requests, the complaint or charges must be heard in open session. (See Government Code section 54957(b)(2).)

A closed session may be held to meet with the District's negotiator regarding the salary and benefits of District officers and employees, but not including elected officials, but the District's available funds, funding priorities or budget will not be discussed during the closed session except to the extent necessary to permit the Board to provide instructions to its designated labor negotiator(s). (See Government Code section 54957.6.)

Following every closed session, the Board will reconvene to open session and publicly report any action and vote during the closed session in accordance with the following guidelines:

a. For action concerning final approval of a real property purchase, sale or exchange agreement or lease, report in open session at the same meeting the action taken (including the substance of the agreement) and vote, except that, if final approval rests with another party, the report may be deferred until the other party's approval. (See Government Code section 54957.1(a)(1).)

b. Approval given to legal counsel to defend or initiate a lawsuit, or seek appellate review will be reported in open session at the public meeting during which the closed session was held. (See Government Code section 54957.1(a)(2).)

c. Approval given to legal counsel to settle pending litigation or action taken to dispose of a claim will be reported in open session as soon as the settlement or claim disposition becomes final. (See Government Code section 54957.1(a)(3) and (4).)

d. For action to appoint, employ or dismiss, accept the resignation of, or otherwise affect the employment status of an employee, the Board will report in open session at the same

meeting the action taken (including identity of employee or position and any change in compensation) and vote, except that, for any dismissal or non-renewal of a contract, the report back may be deferred until the first meeting after the exhaustion of administrative remedies. (See Government Code section 54957.1(a)(5).)

e. For action concerning a labor MOU, after the MOU has been approved by both parties, the Board will report in open session the action taken and vote. (See Government Code section 54957.1(a)(6).)

The District will make available after a closed session to anyone who has requested them in advance, agreements or other documents approved in closed session, unless the document needs to be revised, in which case it will be provided as soon as possible. After the closed session, changes to the agreement will be orally summarized if anyone present so requests. (See Government Code section 54957.1(b).)

A Director is not authorized, without prior approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required or authorized to be disclosed under the California Public Records Act.

A Director is not prohibited from taking the following actions in regard to a closed session of the Board: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the Board, (2) expressing an opinion concerning the propriety or legality of actions taken by the Board in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.

A Director's violation of the duty to protect closed session confidences may be remedied as provided in Government Code section 54963(c). A Director who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

(See Government Code section 54963, and 76 Ops.Cal.Atty.Gen. 289, 290 (1993) and 80 Ops.Cal.Atty.Gen. 231 (1997).)

Rule 24 – Meetings by Teleconference

The Board may hold meetings by teleconference. (See Government Code section 54953(b).) For purposes of this rule, "meetings by teleconference" include meetings at which one or more Board member attends and participates in the meeting by telephone, video

conferencing or any other electronic means using live audio or video, or both. For any meeting by teleconference conducted by the Board, the following requirements will apply:

a. At least a quorum of the Board must participate in the teleconference meeting from locations within the District's boundaries and each teleconference location (i.e., the location from which one or more Board members attends and participates in a meeting by teleconference) will be accessible to the public.

b. When meetings by teleconference are held by telephone, speaker phones that allow all persons attending the meeting to hear and be heard will be used at the main meeting location and at any teleconference location where there are members of the public in attendance.

c. All votes taken at a meeting by teleconference will be by roll call.

d. The Board will conduct the meeting by teleconference in a manner that protects the statutory and constitutional rights of parties and the public to attend and participate in the meeting.

e. Each teleconference location will be identified in the regular meeting agenda or special meeting notice, and the agenda or notice will state that members of the public will have the opportunity to address the Board from any teleconference location.

f. Notice of any meeting by teleconference will be included in the meeting agenda or special meeting notice in substantially the following form:

“All or portions of this meeting will be conducted by teleconference in accordance with Government Code section 54953(b). The teleconference location(s) for the meeting are as follows: _____.
Each teleconference location is accessible to the public, and members of the public may address the Board of Directors from any teleconference location.”

g. In addition to the usual notice and agenda requirements, the regular meeting agenda or special meeting notice will be posted at all teleconference locations at least seventy-two hours before regular meetings or twenty-four hours before special meetings.

Rule 25 – Emergency Meetings

Under Government Code section 54956.5, a meeting to address an emergency may be held if a majority of the Board determines that a situation exists which involves matters upon which prompt action is necessary. An emergency situation is defined as: (1) a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both; or (2) a dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both.

As a condition of holding an emergency meeting, the Board President or his/her designee shall provide notice of the meeting by telephone to each local newspaper of general circulation, radio station and television station that has requested notice of special meetings. For a meeting for a “non-dire emergency” (Definition 1, above), the telephone notice must be provided at least one hour prior to the emergency meeting. In the case of a meeting for a “dire emergency” (Definition 2, above), the telephone notice must be provided to the media at or near the same time as notice is given to the members of the Board. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

The Board may meet in closed session upon approval by a two-thirds vote of the Board (or the unanimous vote of the Board if less than two-thirds are present) to discuss security or employment matters related to the emergency situation. (See Government Code sections 54956.5(c) and 54957.)

With the exception of the 24-hour notice and posting requirements and any other exceptions provided in herein, all special meeting requirements described in Rule 20 shall be applicable to an emergency meeting called pursuant to this Rule.

The draft minutes of an emergency meeting called under this Rule must be posted in a public place for a minimum of 10 days as soon after the meeting as possible, and include a list of persons who the Board President or his/her designee notified or attempted to notify of the meeting, if applicable, any actions taken at the meeting, and a recording of any votes taken by roll call. (See Government Code section 54956.5(e).)

Rule 26 – Amendment of Rules

By motion made, seconded and approved, the Board in its discretion may at any meeting (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part, or (c) both, as long as any amendment or suspension is otherwise consistent with the Brown Act and other applicable laws. Unless amended earlier, District staff will review these Rules for Proceedings biennially and recommend changes for Board consideration and action.

AGENDA ITEM: 2

Minutes

Sacramento Suburban Water District Regular Board Meeting Monday, November 18, 2019

Call to Order

President Jones called the meeting to order at 6:00 p.m.

Pledge of Allegiance

President Jones led the Pledge of Allegiance.

Roll Call

Directors Present: Dave Jones, Craig Locke, Kathleen McPherson, and Robert Wichert (arrived at 6:29 p.m.).

Directors Absent: Kevin Thomas.

Staff Present: General Manager Dan York, Assistant General Manager Mike Huot, Dan Bills, Heather Hernandez-Fort, Cassie Crittenden, Dana Dean, and Matt Underwood.

Public Present: William Eubanks, Avery Wiseman, Lindsey Liebig, Debra Sedwick, Paul Olmstead, Greg Zlotnik, Paul Helliker, Emily Arnautouic-Taugher, and Kelsey Drener-Hawthorn.

Announcements

General Manager Dan York (GM York) announced:

- ACWA JPIA Leadership Essentials for the Water Industry Program, a yearlong highly immersive program that required commitment to professional growth. Staff: Joe Crockett, David Espinoza, Todd Artrip, and David Armand have all recently graduated from the program.
- A check for \$362,240.00 was received from the State Attorneys General’s Citibank Libor Settlement.
- Happy Thanksgiving to you and your families.

Public Comment

None.

Consent Items

1. **Minutes of the October 16, 2019 Special Board Meeting**
2. **Minutes of the October 21, 2019 Regular Board Meeting**

3. **General Manager and Director Out of State Travel Request**

4. **Records Inspection, Retention and Disposal Policy (PL – Adm 002)**

Director Locke requested to pull Item 3 for discussion. He then moved to approve items 1, 2, and 4. Director McPherson seconded. The motion passed by unanimous vote.

AYES:	Jones, Locke, and McPherson.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:	Thomas and Wichert.		

Regarding Item 3; Director Locke requested to add the NCWA Conference in Atlanta, Georgia, to the out of state conferences listed, in the staff report.

President Jones requested to additionally include the National AWWA Conference in Orlando, Florida.

Director Locke moved to approve Item 3 with the addition of the NCWA Conference in Atlanta, Georgia, and the AWWA Conference in Orlando, Florida. President Jones seconded. The motion passed by unanimous vote.

AYES:	Jones, Locke, and McPherson.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:	Thomas and Wichert.		

Items for Discussion and/or Action

5. **Association of California Water Agencies (ACWA) Officer Elections and Designate the Voting Representative**

GM York presented the staff report.

President Jones moved to approve the staff recommendation and appoint Director McPherson as the voting representative for ACWA; Director Locke seconded. The motion passed by unanimous vote.

AYES:	Jones, Locke, and McPherson.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:	Thomas and Wichert.		

6. **Sacramento LAFCo Election of Special District Commissioner and Alternate Special District Commissioner**

GM York presented the staff report.

Lindsey Liebig (Ms. Leiebig) introduced herself as a candidate for the LAFCo Special District Commissioner for Office No. 6 and Alternate Special District Commissioner for Office No. 6 & 7, provided her background, and requested the District's support.

President Jones moved to support Ms. Liebig for the LAFCo Special District Commissioner for Office No. 6 and Alternate Special District Commissioner for Office No. 6 & 7; Director McPherson seconded. The motion passed by unanimous vote.

AYES:	Jones, Locke, and McPherson.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:	Thomas and Wichert.		

7. **2020 Budget – Review and Consider Second Draft of Budget**
President Jones tabled Item 7 until Director Wichert joined the meeting.

General Manager’s Report

8. **General Manager’s Report**

GM York presented the staff report.

- a. *Del Paso Manor Water District Update*
GM York presented the staff report.

President Jones noted he would like to see what happens with the Del Paso Manor Water District (DPMWD) before any collaboration discussions took place.

- b. *Sacramento Region Collaboration Study Update*
GM York presented the staff report.

Director Locke expressed that he was not in favor of elected officials not being included in the request for proposal process.

- c. *McClellan Business Park/County of Sacramento Agreement Update*
GM York presented the staff report.

- d. *Groundwater Substitution Transfer – San Juan Water District*
GM York presented the staff report.

Paul Helliker (Mr. Helliker) provided additional information about the Groundwater Substitution Transfer.

Director Wichert joined the meeting at 6:29 p.m.

William Eubanks (Mr. Eubanks) commented on the Sacramento Region Collaboration Study Update item, noting that the San Juan Water District surface water could not be delivered to the South Service Area (SSA) and was curious what would be done for the SSA.

President Jones explained that it was a benefit to the water supply in the area and that it provided groundwater and reliability to the District as a whole.

Paul Olmstead (Mr. Olmstead) expressed his support for the DPMWD operation service agreement, noting that it would be in the District's best interest.

Mr. Olmstead additionally commented on the Sacramento Region Collaboration Study expressing that collaborations between the districts in the region were critical and he fully supported them.

Debbie Sedwick (Ms. Sedwick) expressed her support for the DPMWD operations service agreement as well, noting that the ratepayers of the DPMWD deserved to have clean and reliable water.

Director Wichert expressed his support for the DPMWD operations service agreement.

President Jones noted that Director Wichert had joined the meeting and requested to reopen Item 7.

Regarding Item 7; Dan Bills (Mr. Bills) presented the item.

Director Wichert commended staff for decreasing the budget for additional wells.

Director Locke was not in favor of deferring CIP projects, noting that it would only cost more in the future.

Director Wichert moved to approve the staff recommendation. The motion died for lack of a second.

Director Locke expressed he was not in favor of reducing the budget for property acquisitions, as real estate prices were continuing to rise.

Director Wichert expressed that real estate fluctuates and is not always increasing and further expressed that the General Manager was ok with the budget as presented.

Mr. Eubanks pointed out that the majority of new wells have been built in the North Service Area (NSA). He additionally pointed out that it appeared that approximately \$35 million dollars for surface water delivery had been spent by the District solely for the benefit of NSA.

Director Wichert moved to approve the staff recommendation. The motion died for a lack of a second.

Director McPherson moved to change the Western Cities COLA Index from category A to category B/C as recommended by staff as the basis for staff COLAs; Director Wichert seconded. The motion passed by unanimous vote.

AYES:	Jones, Locke, McPherson and Wichert.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:	Thomas.		

Director Wichert moved the staff recommendation including the COLA amendment; Director McPherson seconded. The motion passed by a 3/1 vote, Director Locke opposed.

AYES:	Jones, McPherson and Wichert.	ABSTAINED:	
NOES:	Locke.	RECUSED:	
ABSENT:	Thomas.		

GM York commented that staff would bring the budget back to the board for a mid-year review in 2020.

Assistant General Manager's Report

9. **Assistant General Manager's Report**

Assistant General Manager Mike Huot (AGM Huot) presented the staff report.

a. Regional Water Supply Opportunities

AGM Huot presented the staff report.

Mr. Olmstead provided additional history about the Regional Water Supply Opportunities and voiced his support that the District continue the program.

Department/Staff Reports

10. **Financial Report**

a. Financial Highlights – October 2019

A written report was provided.

b. Financial Statements – October 2019

A written report was provided.

c. Investments Outstanding and Activity – October 2019

A written report was provided.

d. Cash Expenditures – October 2019

A written report was provided.

e. Credit Card Expenditures – October 2019

A written report was provided.

f. District Reserve Balances – October 2019
A written report was provided.

g. Information Required by LOC Agreement
A written report was provided.

h. Financial Markets Report – October 2019
A written report was provided.

The Board had no questions or comments. Mr. Eubanks withdrew his request to comment.

11. **District Activity Report**
A written report was provided.

Matt Underwood (Mr. Underwood) highlighted the preventive maintenance program (PM) noting that the numbers exceeded the monthly average, and that they planned on meeting all Meter PM goals by the end of the year.

Mr. Eubanks withdrew his comment.

12. **Engineering Report**
A written report was provided.

a. Major Capital Improvement Program (CIP) Projects
A written report was provided.

b. Planning Documents
A written report was provided.

c. Other
A written report was provided.

Director's Reports (Per AB 1234, Directors will report on their meeting activities)

13. a. Regional Water Authority (President Jones)
The agenda for the November 14, 2019 meeting was provided.

Regional Water Authority Executive Committee (General Manager York)
The agenda for the October 23, 2019 meeting was provided.

b. Sacramento Groundwater Authority (Director Thomas)
None.

c. Water Caucus Meeting (General Manager York)
None.

- d. Water Forum Successor Effort (General Manager York)
The agenda for the November 14, 2019 meeting was provided.
- e. Other Reports – AB 1234

Director Locke provided an oral report on the meeting he had with the General Manager on June 26, 2019; the SAWWA tour he attended on July 18, 2019; his meeting with the General Manager on July 24, 2019; the meeting on the 2x2 on August 22, 2019; the APWA Lunch meeting he attended on September 6, 2019; The APWA PWX Convention he attended September 8th through 11th, 2019; the SSWD Fall Speaker Series that he attended on September 27, 2019; the American River Basin Study meeting he attended on October 3, 2019; the SSWD Open House he attended on October 8, 2019; The Human Right to Water Update Webinar he attended on October 11, 2019; and the Palm Well Open House he attended on October 15, 2019.

President Jones provided an oral report on the SSWD Open House he attended on October 8, 2019; the SSWD Palm Well Open House he attended on October 25, 2019; his meeting with the General Manager on October 3, 2019; his meeting with Director Thomas on October 5, and October 7, 2019; the Collaboration Study Proposal he attended on October 15, 2019; and his meeting with the Director of Finance and Administration on October 18, 2019.

Committee Reports

- 14. a. Facilities and Operations Committee (Director Jones)
None.
- b. Finance and Audit Committee (Director Wichert)
None.
- c. San Juan Water District/Sacramento Suburban Water District Water Management/Re-Organization Committee (Director Jones)
None.
- d. Employee Benefits Ad Hoc Committee (Director Wichert)
Draft Notes of the November 7, 2019 meeting were included.

Director's Wichert and Locke provided brief summaries of the meeting.

Information Items

- 15. **Biannual Groundwater Elevations Report**
Mr. Underwood presented the staff report.

16. **ACWA/JPIA President's Special Recognition Awards**

A written report was provided.

17. **Legislative and Regulatory Update**

A written report was provided.

18. **Upcoming Water Industry Events**

A written report was provided.

19. **Upcoming Policy Review**

a. **Water Service Charges and Rate Setting Policy (PL - Fin 009)**

Director Wichert requested staff provide him with the wage increases of the customers in the local area. He further promoted the idea that the District would create a policy that would not allow rates to increase higher than the wages in the area.

Director Locke requested to defer the policy until January, as he would not be present at the December regular Board meeting.

b. **Capital Asset Policy (PL - Fin 00)**

Miscellaneous Correspondence and General Information

20. **Correspondence received by the District**

A written report was provided.

Director's Comments/Staff Statements and Requests

None.

Closed Session (Closed Session Items are not opened to the public)

The Board convened in Closed Session at 7:50 p.m. to discuss the following:

21. Public employee performance evaluation involving the General Manager under Government Code section 54954.5(e) and 54957.

22. Conference with Board negotiating committee (including Director Jones and Director Thomas) involving the General Manager under Government Code sections 54954.5(f) and 54957.6.

Return to Open Session

The Board convened in open session at 8:10 p.m. There was no reportable action.

Adjournment

President Jones adjourned the meeting at 8:11 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

DRAFT



Agenda Item: 3

Date: December 3, 2019

Subject: Capital Asset Policy (PL - Fin 002)

Staff Contact: Daniel A. Bills, Director of Finance and Administration

Recommended Board Action:

Approve the updated Capital Asset Policy (PL - Fin 002) as attached.

Discussion:

The Capital Asset Policy was last reviewed in November 2017. Staff and the District's independent auditors have reviewed the Policy and have no recommended changes. The Policy was provided to the Board in November 2019 with a comment deadline of December 2, 2019. No comments were received.

Fiscal Impact:

Adoption of the Capital Asset Policy will have no change to the District's financial position.

Strategic Plan Alignment:

Goal C – Ensure Fiscal Responsibility and Affordable Rates

Sacramento Suburban Water District

Capital Asset Policy

Adopted: November 17, 2003

~~Revised: September 17, 2007, February 25, 2008, February 22, 2010, August 20, 2012,
January 27, 2014, January 25, 2016; December 18, 2017~~ Ratified without changes: December
XX, 2019

100.00 Purpose of the Policy

The purpose of this policy is to establish guidance in identifying, capitalizing, depreciating, and accounting for District capital assets.

100.10 Definitions

A capital asset is defined under this Policy as an asset owned by the District that – 1) is acquired for use in District operations, 2) is long-term in nature (i.e., useful life exceeds 2 years), 3) is subject to depreciation, and 4) has a minimum value of \$5,000 (see section 200.20).

200.00 Policy

It is the policy of the District that the following types of assets will be considered Capital Assets of the District. If an asset does not meet the capitalization requirements listed in this policy, then it is to be expensed in the year acquired.

200.05 Capital Assets

The District operations program will be maintained at a level that assures system reliability and efficiency. A well thought out maintenance program will extend the life of the water production and distribution system and in turn reduce infrastructure costs in the long-term.

- A. Funding to Meet Regulations and Standards - The District will adequately fund costs to meet current industry standards and regulations (e.g. Safe Drinking Water Act, etc.) in the annual budgeting process.
- B. Capital Improvement Plan - The District, as part of its routine planning process, will develop a 5-year Water System Master Plan and update it. Further, the District will update its Asset Management Plans.
- C. Adopted Capital Plan - The District will undertake all capital improvements approved by the Board annually at budget adoption according to the District's Asset Management Plans.

- D. Types of Capital Projects - The District's capital improvement program will consider mandated capital, growth related capital and renewal and replacement capital.
- E. Financing of Growth-Related Projects - The financing of growth-related capital projects may be funded from any of the available funding resources of the District. However, to better meet the District's needs, the use of long-term debt to finance growth-related projects will be minimized. When necessary, long-term debt will be issued to allow the District to better match the financing of these facilities to the timing of the customers as they connect to the system.

200.10 Capital Asset Categories

Capital assets shall be segregated into the following categories:

- A. Land and Land Improvements with a limited life, such as driveways, walks, fences, landscaping, and parking areas.
- B. Buildings and Building Improvements, such as HVAC equipment, interior remodeling features, and landscaping.
- C. Hydrants, pressure modulating facilities, Valves and related appurtenances.
- D. Transmission and Distribution pipelines.
- E. Water Storage Facilities.
- F. Groundwater Wells, Flow Meters, Etc.
- G. Pumps, Motors and Water Treatment Facilities
- H. Water Meters and Appurtenances.
- I. Machinery and Equipment, such as generators, compressors, jackhammers, tools, trimmers, etc.
- J. Fleet Equipment, such as cars, trucks, trailers and backhoes.
- K. Office Equipment such as furniture and fixtures.
- L. Computer Systems, Purchased Software and Telephones.
- M. Intangible Assets, such as easements and internally generated computer software.
- N. SCADA, including location and mapping features.

200.20 Capitalization Thresholds

Capital assets eligible for capitalization, must have:

- 1) an estimated useful life of at least two years from the date of acquisition
- 2) and a minimum value of \$5,000, and
- 3) Such criteria shall be applied to individual assets and not to groups of assets.

200.30 Valuation of Capital Assets

The value assigned to capital assets shall be determined as follows:

200.32 Purchased Capital Assets

The capitalized value of purchased Capital assets shall be determined using the original cost of the asset. Specific costs eligible for capitalization are identified

under section 200.40. If the original cost of an asset is not available or cannot be reasonably determined, an estimated current cost may be utilized.

200.34 District-Constructed Capital Assets

District-constructed water system infrastructure assets intended to be used in District operations or internally generated computer software are eligible for capitalization. The capitalized value of such assets shall be determined using direct costs and material costs associated with the construction up until the time the asset is complete and ready for use.

200.36 Donated Capital Assets

The capitalized value of donated assets shall be determined using the fair market value at the time of donation. If the fair market value of the asset is not available or cannot be reasonably determined, an estimated cost may be determined using the best available information. The value of donated intangible assets shall be accounted for separate from donated tangible capital assets.

200.40 Capitalizable Costs

Costs eligible for capitalization under this policy are:

For land:

- Purchase price or appraised value, whichever is more readily determinable;
- Closing costs, such as title fees, attorneys fees, environmental assessments, appraisals, taxes and recording fees;
- Costs necessary to get the land ready for its intended use, such as grading, clearing, filling, draining, surveying, and demolition of existing structures;
- Assumptions of liens, encumbrances or mortgages;

For purchased assets other than land:

- Purchase price, including all taxes
- Freight, handling and in-transit insurance charges
- Assembling and installation charges
- Professional fees of engineers, inspectors, attorneys, consultants, etc.;
- Applicable purchase discounts or rebates

For District-constructed assets:

- Direct labor costs (to include wages and benefits);
- Direct materials cost;
- Professional fees of engineers, inspectors, attorneys, consultants, etc.;
- Insurance premiums and related costs incurred during construction;
- Costs necessary to get the site ready for its intended use, such as grading, clearing, filling, draining, surveying, and demolition of existing structures;
- Costs for intangible assets as determined in accordance with Governmental Accounting Standards Board, Statement No. 51 "Accounting and Financial

Reporting for Intangible Assets.”

For donated Capital assets:

- Fair Market or Appraised Value at date of donation;
- Installation costs;
- Professional fees of engineers, inspectors, attorneys, consultants, etc.;
- Other normal or necessary costs required to place the asset in its intended location and condition for use.

200.50 Capitalization of Costs Subsequent to Acquisition

Additional costs incurred after a capital asset is placed in use shall be accounted for as follows:

200.52 Additions

An “Addition” is defined as an expenditure that either significantly extends the useful life or productivity of the existing capital asset or creates a new capital asset. All “Additions” to existing capital assets should be capitalized as long as the asset meets the criteria of section 200.20 above.

200.54 Improvements and Replacements

“Improvements and Replacements” are defined as expenditures that involve substituting a similar capital asset, or portion thereof, for an existing one. All “Improvements and Replacements” to existing capital assets should be capitalized as long as the asset meets the criteria of section 200.20 above. If the existing asset’s book value is determinable, then the existing asset should be removed from the books at the time the replacement is recorded. If the existing asset is not separately identifiable, then the replacement should still be capitalized as the existing asset’s book value is assumed to be negligible.

200.56 Rearrangement or Reinstallation

“Rearrangement or Reinstallation” costs are defined as expenditures that involve moving an existing asset to a new location or reinstalling a similar asset in place of an existing asset. All “Rearrangement or Reinstallation” costs should be expensed in the period incurred.

200.58 Repairs and Maintenance

“Repairs and Maintenance” costs are defined as expenditures that involve maintaining the asset in good or ordinary repair. All “Repairs and Maintenance” costs should be expensed in the period incurred.

200.60 Depreciation or Amortization of Capital Assets

Capital assets shall be depreciated or amortized on a straight-line basis beginning the first day of the month following acquisition in accordance with the following schedule:

Category	Depreciation/Amortization Period
Land	None
Land Improvements	15 Years
Buildings	40 Years
Building Improvements	10 Years
Hydrants, PRV Stations, Valves and similar assets	30 Years
Transmission and Distribution pipelines	80 Years
Storage Facilities (reservoirs)	40 Years
Pumping and Wells (wells, pumps, flowmeters, treatment facilities and related equipment)	25 years
Water Meters and Appurtenances	10-20 Years
Machinery and Equipment (generators, compressors, jackhammers, tools and equipment)	5-10 Years
Fleet Equipment (cars, trucks, backhoes, other mobile motorized equipment)	5-10 Years
Office Furniture and Fixtures	7 Years
Computer Equipment, Purchased Software and Telephones	4 Years
Intangible Assets, such as easements and internally generated computer software	Permanent Easements – None; Software – 4 Years

200.70 Physical Inventory of Capital Assets

A physical inventory of the following categories of capital assets shall be performed at least annually:

Inventory Items

Machinery and Equipment
Fleet Equipment
Office Furniture and Fixtures
Computer Equipment, Purchased Software and Telephones

The results of the physical inventory shall be reconciled with the District's asset inventory system. Differences will be reported, along with explanations, to the Board of Directors.

200.80 Disposal of Capital Assets

Capital assets that have become obsolete shall be disposed in accordance with District's Policy on "Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property (PL - Adm 003)."

300.00 Policy Review

This policy shall be reviewed at least biennially.



Agenda Item: 4

Date: December 11, 2019

Subject: Resolution No. 19-15 Honoring Steve Nugent on His Retirement

Staff Contact: Dan York, General Manager

Recommended Board Action:

Adopt Resolution No. 19-15 Honoring Steve Nugent on His Retirement.

Discussion:

Steve Nugent (Mr. Nugent) has been a respected, admired, and valued leader in the water industry as the General Manager of Carmichael Water District (CMD) for over 30 years. He will be retiring from his position as General Manager of CWD on December 27, 2019. The resolution commemorates his service to the water industry. Staff has prepared a ceremonial, framed version of the resolution to be presented to Mr. Nugent.

Fiscal Impact:

None.

Strategic Plan Alignment:

Goal D - Maintain Excellent Customer Service

Resolution No. 19-15
A Resolution Honoring
Steve Nugent
On His Retirement

Whereas, Steve Nugent has been a member of the staff of the Carmichael Water District (CWD) from September 1985 to October 1990, and April 1994 until December 2019; and

Whereas, Steve's guidance has further been recognized by the regulatory and legislative community, regional and statewide water suppliers, environmental organizations, and both state and national industry associations; and

Whereas, in his 30 years with the CWD, Steve's leadership, straightforward approach and honesty have gained the trust and respect of his employees, peers, and the community of Carmichael in which he served; and

Whereas, Steve also brought this same energy, enthusiasm and experience toward spearheading a proactive regional movement regarding regional groundwater contamination, protection of water resources, and effectively recovering remediated groundwater for beneficial use within the region. This resulted in several joint cooperative efforts with Aerojet Rocketdyne Corporation (Aerojet) including the construction of groundwater extraction and treatment facilities. This successful mitigation action demonstrated the benefit of collaboration versus litigation. Steve vigorously advocated for identifying and achieving mutual objectives as the path to success while protecting, improving and enhancing California water resources; and

Whereas, Steve has served as a champion for establishing successful partnerships as further exemplified through the award winning American River Pipeline Conveyance Project. He secured grant monies through the Regional Water Authority to assist Golden State Water Company and Aerojet with replacement water supply through a new pipeline crossing the American River. This effort addressed regional long-term reliability, emergency pump back capabilities, as well as drought supply reliability for CWD; and

Whereas, Steve was actively involved in the community and eager to share information, he has been a featured speaker and conference presenter for an extensive list of over 20 regional and national organizations; and

Now therefore, be it resolved by the Board of Directors of the Sacramento Suburban Water District that:

The Board of Directors expresses its deep and sincere appreciation in recognition of Steve Nugent's valuable contributions and dedication to the water industry and to the people of California served by that industry.

The Board of Directors wishes Steve all the best for a healthy, happy, and productive future.

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on this 16th day of December, 2019.

AYES:

NOES:

ABSENT:

By: _____
Kevin Thomas
President, Board of Directors
Sacramento Suburban Water District

(SEAL)

By: _____
Daniel R. York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 5

Date: December 6, 2019

Subject: Committee and Liaison Appointments for 2020

Staff Contact: Dan York, General Manager

Recommended Board Action:

The Board President makes appointments to Board standing and ad hoc committees and assigns Board member liaisons to outside organizations.

Discussion:

The Board President appoints Directors to various committees. Typically, there is an annual review of committee assignments.

Included with this report is the most recent list of the 2019 Committee and Liaison Assignments indicating the appointments for the past year (Attachment 1).

Note that some assignments are to establish the District's voting representative with outside entities and others are to assign liaison interests for the purposes of establishing compensable attendance per District policies on Director Compensation.

Fiscal Impact:

Payment to Directors will be made in accordance to District policy. Total annual payments are expected to be within budgeted amounts.

Strategic Plan Alignment:

Goal B - Optimize Operational and Organizational Efficiencies.

Representation at meetings can forward the District's position and increase knowledge of other professional groups' activities.

**Sacramento Suburban Water District
2019 Committee and Liaison Assignments**

Committees (date of last appointment)

- Facilities and Operations Committee (12/17/18) Dave Jones, Chair
 (Standing: no regularly assigned meeting time) Craig Locke
 Staff Contact: Mike Huot
- Finance and Audit Committee (12/17/18) Bob Wichert, Chair
 (Standing: no regularly assigned meeting time) Kathleen McPherson
 Staff Contact: Dan Bills
- SJWD/SSWD Water Management/Re-organization Committee (07/15/19).. Dave Jones, Chair
 (Ad Hoc: no regularly assigned meeting time) Craig Locke
 Bob Wichert, Alternate
- Employee Benefits Ad Hoc Committee (08/19/19) Craig Locke, Chair
 (Ad Hoc: no regularly assigned meeting time) Bob Wichert
- Ad Hoc General Manager Performance Review Committee (08/19/19) Dave Jones, Chair
 (Ad Hoc: no regularly assigned meeting time) Kevin Thomas

Liaison Assignments (date of last appointment)

- ACWA/JPIA (12/17/18) Kathleen McPherson
 Staff Position: Dan York
- ACWA General Election Voting Delegate (11/18/19) Kathleen McPherson
- ACWA Groundwater Committee (12/17/18) Dave Jones
 Kevin Thomas
 Craig Locke
 Kathleen McPherson
 Dan York
- ACWA Water Quality Committee (12/17/18) Kathleen McPherson
 Dave Jones
- ACWA Energy Committee (12/17/18) Kevin Thomas
- ACWA Communications Committee (12/17/18) Kevin Thomas
- ACWA Legal Affairs Committee (12/17/18) Ryan Bezerra
- California Special Districts Association (12/17/18) Kathleen McPherson
 Dave Jones

CSDA Transparency and Formation Expert Feedback Teams (12/17/18) Kevin Thomas

CSDA Fiscal and Education Committees (12/17/18) Dave Jones

LAFCo Special District Advisory Committee (12/17/18) Kathleen McPherson

Regional Water Authority (12/17/18) Dave Jones
..... Dan York

Regional Water Authority Executive Committee (12/17/18) Staff Rep: Dan York

Sacramento Groundwater Authority (07/15/19) Kevin Thomas, Board Rep.
..... Dan York, Staff Rep.
..... Bob Wichert, Alternate
..... Craig Locke, Alternate
..... Dave Jones, Alternate
..... K. McPherson, Alternate

Sacramento Water Forum Successor Effort (12/17/18) Staff Rep: Dan York
..... Kevin Thomas
..... Craig Locke, Alternate
..... Bob Wichert, Alternate
..... Dave Jones, Alternate



Agenda Item: 6

Date: December 13, 2019

Subject: McClellan Business Park Water Service Successor Agreement with Sacramento County

Staff Contact: Mike Huot, Assistant General Manager

Recommended Board Action:

- 1) Approve the McClellan Business Park Successor Agreement with Sacramento County.
- 2) Authorize the General Manager to execute the Successor Agreement with Sacramento County, subject to review by legal counsel, and permitting non-substantive changes.

Background:

The United States Air Force's former *McClellan Air Force Base* is 3,452 acres and was active from 1935 to 2001, serving primarily as a supply and logistics facility. In 1993, the United States Congress identified the base for future closure. In response, local government developed a privatization plan to mitigate loss of government jobs impacting the economy.

Northridge Water District (NWD) accepted control of the McClellan Business Park – MBP (formerly *McClellan Air Force Base*) water system in 1999 based on an agreement (“1999 Agreement”) with Sacramento County (County). Since that time, MBP has been NWD’s, and later Sacramento Suburban Water District’s (District’s), largest single customer (based on revenue).

NWD and MBP, and subsequently the District and MBP, implemented various water infrastructure system improvements, renovations, repairs, and replacements pursuant to the 1999 Agreement. Additionally, the District has installed certain water infrastructure system improvements as part of grant funds obtained by the County for improvement of certain roadways within the former Air Force base. More recently, certain disagreements have arisen between the District and MBP regarding the District’s obligations under the 1999 Agreement and the interpretation and application of the District’s ordinances and regulations governing water service to new or changed water services on the McClellan Property under the 1999 Agreement.

In 2016, the District, MBP, and the County began discussing a new agreement (“Successor Agreement”). In 2018, the County indicated that they did not want a multilateral (three-way) agreement, and would require a bilateral (two-way) agreement with the District that would be separate from the District’s agreement with MBP.

In April 2019, the Board approved a Successor Agreement between the District and MBP. That agreement included a settlement payment in the amount of \$2,600,000. The settlement payment

is due upon the Agreement becoming effective, which is contingent upon a similar Successor Agreement between the District and the County being executed and approved by the County's Board of Supervisors.

<u>The 1999 Agreement included provisions for certain water system upgrades:</u>	<u>Status</u>
• Installation of water meters on all existing services	(Completed*)
• Installation/upgrade of backflow protection on all private fire lines	(Settled)
• Installation of water meters at the former Capehart Housing complex	(Completed)
• Replacement/upgrade of fire hydrants	(Completed)
• Inspection and cleaning of water storage tanks	(Completed)
• Inspection/upgrade of groundwater wells	(Completed)
• Installation of altitude valve on water storage tanks	(Completed)
• Preparation of a water quality sampling plan	(Completed)
• Installation of two transmission mains	(Completed)
• Securing legal descriptions of all easements	(In Progress)

*any discovered non-metered services will be metered by SSWD per State law.

Discussion:

SSWD and the County now desire to acknowledge their respective roles relative to water supply and service within the former Air Force base pursuant to this Agreement and to resolve any outstanding items from the 1999 Agreement and, as part of such resolution, to terminate and supersede in full the 1999 Agreement. The Board approved the General Manager to negotiate final terms of a Successor Agreement with the County with the understanding that it would be conditioned upon a payment by the District to MBP in the amount of \$2,600,000 for work not completed by the District.

Status of remaining 1999 Agreement items:

- Water meters: Settled in new agreement
- Fire line backflows: Settled in new agreement
- Easements: In-progress; expected to be completed in late 2019

The agreement expires in 50 years in 2069. However, the following four items expire 15 years early (sunset) in 2034: 1) credits; 2) granting of easements for discovered facilities; 3) SSWD pays for surveying for those easements; and 4) cooperative pursuit of grants.

Summary:

Key elements of the Successor Agreement are:

- County treated like any other customer (e.g., service provided and fees assessed, etc., are to be based on the District's *Regulations Governing Water Service*).
- Capacity credits for historic services are quantified and expire in 2034 if not used.

Attachments:

1. Agreement between SSWD and County of Sacramento

**AGREEMENT BETWEEN THE SACRAMENTO SUBURBAN WATER DISTRICT
AND THE COUNTY OF SACRAMENTO
FOR WATER SERVICE WITHIN MCCLELLAN PARK**

This Agreement, dated for reference purposes as _____, 2019, is entered into by and between the Sacramento Suburban Water District (“SSWD” or the “**District**”) and the County of Sacramento, a political subdivision of the State of California (“**County**”).

RECITALS

A. On September 7, 1999, SSWD’s predecessor, Northridge Water District, and the County entered into the Agreement between the County of Sacramento and the Northridge Water District (“**Northridge**”) for the Conveyance of the McClellan Water Distribution System (“**1999 Agreement**”), under which Northridge acquired from the County the water distribution system on the United States’ former McClellan Air Force Base (“**McClellan AFB**”), in exchange for, among other obligations, assuming the obligation to serve all water service customers within the former base property. A copy of the 1999 Agreement is attached to and made a part of this Agreement as Exhibit A.

B. On January 5, 2000, the Sacramento Local Agency Formation Commission approved the annexation of the property comprising the former McClellan AFB into Northridge’s existing service area and made Northridge the exclusive provider of water service to the former base property.

C. On September 30, 2000, the County issued a bill of sale transferring to Northridge certain assets of the McClellan water system and, subject to the provisions of the 1999 Agreement, fee title to specified real property when transferred by the United States to the County.

D. On February 1, 2002, Northridge was consolidated with the Arcade Water District to form SSWD by order of the Sacramento County Local Agency Formation Commission, and all assets and liabilities, including the 1999 Agreement, were transferred to and became the property and obligation of the District.

E. Under an agreement with the County, dated November 13, 2001 (“**Master Purchase and Sale Agreement**”), McClellan Business Park, LLC, a Delaware limited liability company (“**MBP**”) obtained the right to purchase, privatize, and redevelop most of the property and facilities within the former McClellan AFB (the “**Privatized McClellan Properties**”), except those portions of the base, including the base infrastructure systems, reserved to the United States or County, for retention or transfer to certain other entities and utility providers, including the water system property and facilities granted to SSWD (collectively the “**Remainder McClellan Properties**”). The Remainder McClellan Properties are shown in Exhibit B. Under the Master Purchase and Sale Agreement, MBP obtained certain long term leasehold rights in and the right to acquire, over time, from the County fee title to the

real property comprising the Privatized McClellan Properties after the County obtained title from the United States.

F. On August 8, 2017, the County and MBP amended and restated the Master Purchase and Sale Agreement with a revised agreement (“**Amended MPA**”) which expanded the areas to be obtained by long term leasehold interest and then subsequently to be obtained in fee title from the County within the former McClellan Air Force Base after the County obtained title from the United States (such expanded area is the revised “Privatized McClellan Properties” under this Agreement). Under both the Master Purchase and Sale Agreement and the Amended MPA, the County retained and reserved its right, title and interest in the 1999 Agreement as a direct contractual relationship with SSWD, while permitting MBP to work with SSWD on providing water service to the Privatized McClellan Properties subject to such reservation by the County.

G. Over the years, Northridge and MBP and, subsequently, SSWD and MBP, reached agreement on and implemented various water infrastructure system improvements, renovations, repairs and replacements subject to the 1999 Agreement. In addition, SSWD has installed certain water infrastructure system improvements in coordination with the County’s improvements, paid for with grant funding, to certain roadways within the former McClellan AFB.

H. SSWD and County now desire to enter into a new agreement relating to water supply and service matters within the Remainder McClellan Properties that will terminate and supersede in full the 1999 Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties agree as follows:

AGREEMENT

1. Recitals / Termination of 1999 Agreement/ Effective Date. The recitals set forth above are true and correct and are incorporated herein by reference. The County and SSWD hereby terminate the 1999 Agreement and replace the 1999 Agreement in its entirety with this Agreement. This Agreement shall become effective after the termination of the 1999 Agreement and on the date upon which this Agreement is executed by County and SSWD. Such date shall be referred to as, the “**Effective Date**”.
2. Definitions. As used in this Agreement and the exhibits attached hereto (which are an integral and material part of this Agreement and incorporated in their entirety herein by reference), the following terms have the following meanings, unless this Agreement specifically provides otherwise. The plural of any defined term includes the singular, and the singular of any defined term includes the plural, as appropriate.

- a. “**Existing Capacity**” means the total service capacity, expressed as the aggregate of service connection sizes in inches, of all water services in the Water System available to serve Existing Buildings on Legal Lots as of January 1, 2001 (“**Original Water Service Date**”), which the parties agree is as set forth on Exhibit C attached hereto.
- b. “**Current Capacity Use**” means the total service use, expressed as an aggregate of service connection sizes in inches, of all water services in the Water System in use to serve Existing Buildings as of May 2019, which the parties agree is as set forth on Exhibit C attached hereto.
- c. “**Capacity Surplus**” means the total amount of service capacity, expressed in “Meter Equivalent Ratio” (“MER”), by which the Existing Capacity exceeds the Current Capacity Use, which the parties agree is an aggregate of 16 MERs, which is the aggregate of the individual services, expressed in inches, converted individually on a flow-rate basis using the industry-standard methodology set forth in Section 6.
- d. “**Existing Buildings**” mean existing or removed buildings, structures and facilities recognized as of the Original Water Service Date which the parties agree are as identified on Exhibit C attached hereto.
- e. “**Existing Facilities**” means the water system distribution and service facilities associated with the provision of water service to the former McClellan AFB, including without limitation distribution pipelines, service laterals, and all appurtenances such as water meters, corporation stops, valves, fire sprinkler services and fire hydrants as of the Original Water Service Date. Existing Facilities also means any water system facilities and improvements installed to the former McClellan AFB following the Original Water Service Date and prior to the Effective Date approved by Northridge or SSWD.
- f. “**Legal Lot**” means the legal parcels at the former McClellan AFB as shown on the Record of Survey recorded at Book 65 of Surveys, Page 16, in the Official Records of the County of Sacramento, a copy of which is attached to and made a part of this Agreement as Exhibit D (“**2003 Record of Survey**”). Legal Lot also includes any parcels within the Privatized McClellan Properties, Remainder McClellan Properties or within the boundaries of the former McClellan AFB that have been reserved to the United States, the County, or another entity.
- g. “**New Buildings**” mean a new buildings, structures or facilities constructed by County or its Transferee or Tenant at the former McClellan AFB that does not replace any Existing Building or is a Replacement Building, in whole or part, and that will be connected to the Water System through one or more water service connections.

- h. “Meter Equivalent Ratio” (“MER”) means as defined in Section 6c.
 - i. “**New Facilities**” means any new distribution pipelines, service laterals, meters, meter boxes, valves, and other Water System facilities necessary on or after the Effective Date: (i) to provide an increase in Existing Capacity to serve Existing Buildings or Replacement Buildings, or (ii) to be installed and constructed to serve New Buildings. New Facilities will be dedicated to and owned by SSWD once completed.
 - j. “**Outside Date**” shall mean the date that is fifteen (15) years from the Effective Date.
 - k. “**Regulations**” means the District’s Regulations Governing Water Service and any ordinances, policies, and technical specifications and standards interpreting the Regulations, as the same may be amended or replaced from time to time and which are applied in a non-discriminatory manner to all customers of SSWD.
 - l. “**Replacement Building**” means a structure that is constructed in approximately the same location as a structure that was located at the former McClellan AFB and was previously removed or destroyed, and which prior to removal or destruction received a portion of Existing Capacity.
 - m. “**Tenant**” means any person or entity that leases or rents any portion of an Existing Building, New Building or Replacement Building following the Effective Date.
 - n. “**Transferee**” means a person or entity that purchases or otherwise acquires or receives a transfer or assignment of a fee simple or other exclusive right from County or United States to own, occupy or use a Legal Lot following the Effective Date.
 - o. “**Water System**” means all SSWD pipelines, valves, meters, pump stations, and other facilities and appurtenances within the former McClellan AFB, including Existing Facilities and New Facilities.
 - p. “**County Remainder McClellan Properties**” means the following list of County owned, leased or otherwise controlled Remainder McClellan Properties, shown on Exhibit B, as of the Effective Date: Lot 3A, Lot 3B, Lot 4, Lot 4A, Lot 5, Lot 8, Lot 56, Lot 57P, Lot 64, Lot 69, Lot 78, Lot 84, Lot 91, Lot 135, Lot 138, Lot 149A, Lot 149B, Lot 149C, Lot 149D, Lot 149E, Lot 167C, Lot 173E, Lot 169A, Lot 180A, Lot 184B, and Lot 200, and the North Area Transfer Facility on Roseville Road.
3. Water Service. SSWD shall provide treated water service anywhere within the Remainder McClellan Properties in accordance with the terms of this Agreement and all applicable Regulations. In case of any conflict between the terms of this Agreement and Regulations, ordinances, and policies, this Agreement shall govern. The former McClellan

AFB is, and will continue to be, included in SSWD's Distribution Main Asset Management Plan and associated Capital Improvement Plan. Nothing in this Agreement shall commit SSWD to any specific time for the application of the water main replacement programs or other facilities replacement work planned to be performed within the Remainder McClellan Properties under SSWD's Distribution Main Asset Management Plan, Capital Improvement Plan or other planning document.

4. Surveys.

- a. In 2001, Northridge contracted with Andregg Geomatics to survey and develop plats and legal descriptions for certain of that district's facilities acquired under the 1999 Agreement. Neither that survey nor the 2001 Record of Survey show all easements related to the Water System because not all such easements and facilities were identified or known at that time. Since then, SSWD has continued to identify additional Water System facilities as development on the former McClellan AFB occurs. When such previously unknown Water System facilities are identified on existing County Remainder McClellan Properties, or when County obtains fee title to any former air force base land, County shall grant to SSWD, subject to the terms and conditions of this Agreement, customary easements in accordance with the Regulations or as otherwise agreed by County and SSWD required for such Water System facilities. This Section 4a. shall survive for the period between the Effective Date and the Outside Date, at which time this Section 4a. shall be void and of no further effect.
- b. For Existing Facilities identified by SSWD, County or United States, SSWD shall be obligated to order the surveys and have its consultants prepare the legal descriptions and plats. For New Facilities or any modifications to Existing Facilities necessitated by New Buildings on County Remainder McClellan Properties, County and its Transferees or Tenants shall be obligated to order the surveys and have its consultants prepare the legal descriptions and plats. This Section 4b. shall survive for the period between the Effective Date and the Outside Date, at which time this Section 4b. shall be void and of no further effect.
- c. SSWD and County acknowledge that the current survey work, when completed, may not reveal the existence of unknown or unmapped undergrounded or unmarked Water System facilities, and that such facilities may not be discovered until a later time. If an unknown Water System facility is later discovered, SSWD shall be entitled to survey the location of that facility and to mark it on its system maps and as-built plans, and County shall grant, or cause any Transferee or Tenant through an appropriate deed or lease covenant, or the Memorandum of Agreement (as hereinafter defined in Section 22, to grant, a customary easement to SSWD as required by this Agreement. This Section 4c. shall survive for the period between the Effective Date

and the Outside Date, at which time this Section 4c. shall be void and of no further effect.

5. SSWD's Remaining Obligations Under the 1999 Agreement.

Exhibit C to the 1999 Agreement provides a list of specific improvements to the Water System to be constructed and installed by SSWD at its expense. SSWD has not completed two of the identified improvements, namely installation of backflow prevention devices for all fire sprinkler services and installation of water meters and backflow protection devices on all Water System connections requiring such devices. Exhibit E provides details on the known status of backflow prevention devices for fire sprinkler service connections to the Water System on the Remainder McClellan Properties.

- a. On the Remainder McClellan Properties SSWD shall furnish and install backflow protection devices and/or meters at its expense for all existing, on the Effective Date, commercial or irrigation service connections presently known to SSWD or determined in the future by SSWD to require new installations of backflow protection devices and/or meters.
- b. On the Remainder McClellan Properties County shall be responsible for furnishing and installing backflow protection devices for fire service connections existing, on the Effective Date, that are presently known to SSWD or determined in the future by SSWD to require new installations of backflow protection devices. SSWD acknowledges that the County's agreeing to furnish and install backflow protection devices under this Section 5.b. is subject to the County and MBP negotiating and mutually executing an agreement wherein MBP agrees to furnish and install such backflow prevention devices on behalf of County or reimburse the County for County's cost of furnishing and installing such backflow prevention devices. The installation of fire service backflow prevention devices under this Section 5.b. shall survive for the period between the Effective Date and the Outside Date, at which time this Section 5.b. shall be void and of no further effect.
- c. Regardless of whether a backflow prevention device is installed at SSWD's or MBP's expense, once installed each such device shall become the property of the United States, County or their Transferee.

6. Requirements for Water Service to Existing and New Buildings.

- a. Existing Capacity. Existing Capacity is available for use by County or United States or their Transferee or Tenant without charge and is deemed as an existing customer connection.
- b. Capacity Surplus.

- (i) County may utilize and allocate any unused Capacity Surplus to provide additional service, without payment of facilities development charges or similar fees, costs or payments to SSWD (“**Facilities Development Charges**”), to any Existing Buildings, Replacement Buildings and/or New Buildings (such determination and allocation shall be made by County).
- (ii) If the Current Capacity Use for a Legal Lot is adequate to provide service to Existing Buildings, Replacement Buildings and/or New Buildings on the same Legal Lot, SSWD shall not require County or United States, or their Transferee or Tenant, to make any additional improvements to the existing Water System facilities or service connections.

c. New Buildings and Facilities.

- (i) County may apply the value of a portion or all of the unused Capacity Surplus to defray any Facilities Development Charges due to SSWD for new connections on any Legal Lot (such determination shall be made by County). Section 6b(i) and Section 6c. shall survive for the period between the Effective Date and the Outside Date, at which time Section 6b(i) and Section 6c. shall be void and of no further effect.
- (ii) Use of Capacity Surplus

Service credits may only be used or converted (i.e., combined, converted, and divided) on a “flow-rate” basis. The American Water Works Association’s latest edition of Manual of Water Supply Practice, M1, Principles of Water Rates, Fees, and Charges meter equivalencies method is a flow-rate (capacity) based conversion and is considered an industry standard. Conversion of a service credit shall not be permitted if it results in an increased flow-rate (theoretical or actual). This approach is consistent with the District’s Regulation Governing Water Service.

Table 1

<u>Meter Size</u> <u>(inches)</u>	<u>Meter Equivalent – Ratio – MER</u> <u>(dimensionless)</u>
<u>5/8</u>	<u>1</u>
<u>3/4</u>	<u>1.5</u>
<u>1</u>	<u>2.5</u>
<u>1.5</u>	<u>5</u>
<u>2</u>	<u>8</u>
<u>3</u>	<u>16</u>
<u>4</u>	<u>25</u>
<u>5</u>	<u>50</u>

<u>8</u>	<u>80</u>
<u>10</u>	<u>210</u>
<u>12</u>	<u>265</u>

Service credits (“Meter Size”, in inches) have been converted individually to a “Meter Equivalent Ratio” (MER) per Table 1 to determine a total Available Capacity in MER’s.

- (iii) All New Facilities on County Remainder McClellan Properties that are required to be installed and constructed to provide new or relocated water service connections to a Legal Lot must be designed, installed, constructed, and commissioned into service at County’s, or its Transferee’s or Tenant’s, expense in accordance with the Regulations and any applicable federal, state and local laws, ordinances, and regulations, and subject to the provisions of this Agreement. New Facilities to the Water System will be located in accordance with the provisions provided in Section 7.b.
 - (iv) SSWD shall perform repairs and replacements to existing Water System facilities required to maintain required service levels in accordance with its adopted Distribution Main Asset Management Plan, Capital Improvement Plan or other planning document at the District’s expense and in accordance with applicable Regulations and federal, state and local laws, ordinances, and regulations.
7. Standards for Granting and Using Real Property Interests. This Section 7 of the Agreement is intended to provide for how County and SSWD will: (1) identify parcels for purposes of water service and billing purposes; (2) identify the location of existing Water System and surveying, creating, and recording easements that reasonably permits County or its Transferee or Tenant to develop the Remainder McClellan Properties in an orderly manner; and (3) provides standards for County and its Transferees to grant easements to SSWD for existing Water System facilities that may be unknown and discovered in the future and for New Facilities when required in light of the constraints imposed by the conditions on the Remainder McClellan Properties that exist as a result of its historical uses and Existing Buildings. In recognition of these issues, County and SSWD agree on the following standards to govern matters involving real property interests required for operation and improvement of the Water System:
- a. New Maps/Schedules. County and SSWD shall work together within the twelve (12) month period after the Effective Date, and thereafter on an as-needed basis as determined by either party, to update/create new maps and schedules of the County Remainder McClellan Properties that will identify:

- (i) New Legal Lots created since the 2001 Record of Survey.
- (ii) In situations when actual field conditions do not match information on maps and available engineering drawings and data, County and SSWD technical staffs and consultants shall meet and confer and arrive at a mutually agreed resolution of site conditions based upon additional field investigation, best engineering and water utility practices, and the governing requirements in SSWD's Regulations.

This Section 7a. shall survive for the period between the Effective Date and the Outside Date, at which time this Section 7a. shall be void and of no further effect.

b. Easements.

- (i) If any known Water System facilities exist on a Legal Lot that are not installed under a recorded easement or are located outside the area described in a recorded easement or public Right of Way, SSWD shall at its expense have an easement surveyed and mapped and prepare a customary grant of utility easement in recordable form to be executed by an authorized representative of County or its Transferee. If the new easement replaces an existing easement that will be abandoned, SSWD shall quitclaim the abandoned easement area to County or its Transferee.
- (ii) SSWD will record all utility easements granted to it in accordance with this Agreement as promptly as possible after receipt of the executed and notarized grant of easement or other recordable document and approval of the easement by SSWD's Board of Directors. MBP will take all reasonable actions necessary to assist SSWD in surveying, mapping, drafting, and recording all easements.
- (iii) Upon the legal creation of any new Legal Lot or legal modification of any existing Legal Lot, County or its Transferee and SSWD shall determine if the Water System facilities in the new or modified lot are subject to an existing recorded easement and, if not, County or its Transferee shall grant to SSWD a new customary utility easement for the applicable Water System facilities.
- (iv) In cases where Existing Facilities or any New Facilities are located less than 10 feet from the boundary of a Legal Lot, but: (i) sufficient open land exists on the adjacent Legal Lot sufficient to provide SSWD with a standard 20-foot wide easement, then County shall grant SSWD, provided County is the owner of both Legal Lots, an utility easement reasonably centered on the facility of a total of 20 feet in width regardless of any difference in easement width on each of the two Legal Lots to be burdened by the easement, or (ii) insufficient open

land exists on the adjacent Legal Lot sufficient to provide SSWD with a standard 20-foot wide easement, then County shall grant SSWD, provided County is the owner of both Legal Lots, an utility easement reasonably centered on the facility of the maximum available width based upon location of the existing impact on the adjacent Legal Lot, up to 20 feet, on the two Legal Lots to be burdened by the easement.

- (v) Due to the location of an Existing Building, the parties acknowledge and agree that Existing Facilities and New Facilities may not be located in compliance with SSWD's or any statutory or regulatory setback requirement from an Existing Building(s). If County or its Transferee or Tenants desire to replace or upgrade such facilities or utilize any available Capacity Surplus within the applicable Legal Lot, the original location of such services may be maintained unless applicable health and safety laws require relocation of any replaced or upgraded Existing Facilities or New Facilities. If such replaced, upgraded or new facilities could be left in the existing location upon obtaining a waiver by state or local public health officials, SSWD will cooperate with County or its Transferee to apply for and obtain a waiver.

- (vi) County acknowledges and agrees that, whenever reasonably possible in conformance with the Regulations, applicable law, good engineering and water utility practices and subject to the evaluation described in Section 11 of this Agreement, it shall locate New Facilities within public rights of way, and associated public utility easements, adjacent to the County Remainder McClellan Properties. Notwithstanding the forgoing, District acknowledges and agrees that many existing Water System facilities are installed in private roads, alleys and parcels. The location of all known Water System facilities located in private roads, alleys and parcels will be shown on the new County Remainder McClellan Properties map being created in accordance with Section 7.a. of this Agreement. When it is not reasonably possible to use an existing public right of way or public utility easement or to create a new public right of way or public utility easement, County or its Transferee shall grant a recorded utility easement to SSWD for Water System facilities located in a private road, alley and parcel that is not currently covered by a recorded easement in accordance with the requirements of this Section 7.b. Where New Facilities are installed by County or its Transferee or Tenant in a private road or alley, the private road or alley must be improved to accommodate heavy equipment if such road or alley is predominantly used for vehicular traffic purposes. If SSWD is required to perform work on Water System facilities located at a private road, alley and parcel, it shall replace the surface to its pre-existing condition. If SSWD works on Water System facilities located in a public roadway, then it shall replace the road surface in conformance with County paving standards. If SSWD works on Water System facilities located in a

public utility easement, then it shall replace the surface to its pre-existing condition.

8. Fire Suppression Service/Flows. If the Water System does not have adequate water capacity for proposed New Facilities for Existing Buildings on a Legal Lot to comply with applicable state and local fire flow requirements based on the use of such building, then County or its Transferee or Tenant shall be obligated to upgrade capacity or otherwise satisfy such capacity requirement in the Water System facilities serving such Existing Building(s) at its expense. In cases where SSWD's Regulations would require County or its Transferee or Tenant to increase pipeline velocity or capacity above applicable state and local fire flow requirements due to the New Facilities, then County or its Transferee or Tenant may apply to SSWD for a variance from the Regulations. SSWD will reasonably consider all such variance requests and work with County or its Transferee or Tenant to identify improvements in the subject Water System facilities that would avoid removal and replacement of distribution pipelines and related facilities. The conclusion by the applicable local fire department that existing flow rates for a subject variance request provide adequate fire flow requirements, as evidenced by approval of a building permit (or functional equivalent) for such New Facilities, also shall be deemed an approval of such variance request by SSWD. It is acknowledged that certain Existing Buildings and, potentially New Buildings, establish compliance with applicable state and local fire flow requirements by way of use of private fire suppression systems and such capacities shall be included in determining the status of compliance under the assessment set forth in this Section.
9. Compliance with Applicable Law. Nothing in this Agreement is intended to supersede or excuse the parties' compliance with all applicable federal, state, and local laws. Notwithstanding the foregoing, SSWD and County agree that Existing Buildings and Existing Facilities will be exempt from current SSWD legal and regulatory requirements to the extent permitted by law and as provided in this Agreement. If any such conflict with law adversely affects any provision of this Agreement, the parties shall enter into an amendment to this Agreement that adjusts such conflict to thereafter be consistent with the applicable law while preserving, to the maximum extent commercially reasonable, the intent of the parties.
10. Interpretation. The continuation of the ongoing redevelopment effort of the Remainder McClellan Properties and the associated creation of jobs and economic activity is of material importance to the SSWD and the County. In this regard, the parties agree that any submission of documents, variances, approvals and consents requested under this Agreement shall, to the extent reasonably possible while complying with the other terms, conditions and criteria required by this Agreement and legal limitations and duties applicable to SSWD, take into consideration such interests of the parties' in the structuring of such documents and the granting of such variances, approvals and consents by the parties hereunder.

11. Entire Agreement; Amendment. The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the subject matter of this Agreement, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.
12. Assignment. This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement.
13. Opinions and Determinations. Where the terms of this Agreement provide for an action to be based on the opinion, determination, approval or review of either SSWD or County, such terms are not intended to be, and will not be construed as permitting, such action to be arbitrary, capricious or unreasonable. Any opinion, determination, approval or review required of a party under this Agreement will be provided in a timely manner.
14. Relationship of the Parties. Nothing in this Agreement will be construed to create an association, joint venture, trust or partnership, or to impose a trust or partnership covenant, obligation or liability on either County or SSWD.
15. No Waiver of Rights. Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.
16. Severability. If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.
17. Governing Law and Venue. This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where District's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.
18. Notice. Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier

service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

District:

Sacramento Suburban Water District
Attn: General Manager
3701 Marconi Avenue, Suite 100
Sacramento, CA 95821-5346
E-mail: dyork@sswd.org

County:

County of Sacramento
Office of Economic Development
Attn: Director
700 H Street, Suite 7650
Sacramento, CA 95814
E-mail: givanst@sacounty.net

Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.

19. Signature Authority. Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs. The Parties may execute and deliver this Agreement and documents necessary to perform it, including task orders and amendments, in any number of original or facsimile counterparts. When each Party has signed and delivered at least one counterpart to the other Party, each counterpart shall be deemed an original and, taken together, the counterparts shall constitute one and the same document, which shall be binding and effective.
20. Surviving Obligations. Unless otherwise limited in this Agreement, the obligations of the parties under this Agreement are agreed to be effective and enforceable for a period of fifty (50) years following the Effective Date.
21. Preexisting Tenant or Transferee. Notwithstanding any other provision of this Agreement to the contrary, where this Agreement requires an action by a County Transferee or a County Tenant of Remainder McClellan Properties that is in place prior to the Effective Date, County shall use its good faith efforts to cause such parties to perform such action required by this Agreement, which efforts include use of reservations of rights provided in grant deeds to Transferees ; provided, however, if, despite such efforts, such Transferee(s) or Tenant(s) do not comply, such failure shall not be deemed a default by County under this Agreement.
22. Memorandum of Agreement. On the Effective Date, the parties shall, for the County Remainder McClellan Properties that are owned by County, cause a memorandum of this Agreement, in the form of Exhibit F attached hereto and incorporated herein by this reference ("Memorandum of Agreement"), to be recorded in the Official Records of the

County of Sacramento, which is intended to run with the land and bind future Transferees or Tenants of County Remainder McClellan Properties.

Signatures to follow on the next page

SACRAMENTO SUBURBAN WATER DISTRICT:

Dated: _____

By: _____

David A. Jones
President, Board of Directors

Attest:

Daniel R. York
Secretary, Board of Directors

COUNTY OF SACRAMENTO

Dated: _____

By: _____

Troy Givans
Director Office of Economic Development

Reviewed and Approved By County Counsel

Diane McElhern
Deputy County Counsel

EXHIBIT A
1999 AGREEMENT

EXHIBIT B
REMAINDER MCCLELLAN PROPERTIES

EXHIBIT C

**EXISTING CAPACITY / CURRENT USE CAPACITY / EXISTING BUILDING
SCHEDULE**

EXHIBIT D

2003 RECORD OF SURVEY

EXHIBIT E

FIRE SERVICE CONNECTION BACKFLOW PREVENTION STATUS

EXHIBIT F
FORM OF MEMORANDUM OF AGREEMENT



Agenda Item: 7

Date: December 10, 2019

Subject: Sacramento LAFCo Election of Alternate Special District Commissioner

Staff Contact: Dan York, General Manager

Recommended Board Action:

Direct the Secretary of the Board to either: 1) Cast a vote for the position of Alternate Special District Commissioner for Office No. 6 & 7, as selected by the Board; or 2) not submit a ballot.

Discussion:

At the November 18, 2019 regular Board meeting, the Board supported Lindsey Liebig (Ms. Liebig) for both the Special District Commissioner and the Alternate Special District Commissioner seats. Ms. Liebig was selected for the Commissioner seat, and will fulfill the four year term starting January 1, 2020.

For the Alternate Commissioner seat, there was a three-way tie, therefore, the Sacramento Local Agency Formation Commission (LAFCo) is holding a Run-off election for Alternate Special District Commissioner Office No. 6 & 7. The term for the position is 2 years, running January 1, 2020 to December 31, 2021. A letter from LAFCo, ballots and candidate information is included with this report as Attachment 1. The 3 candidates for Alternate Special District Commissioner are:

Michael Hanson, Arcade Creek Recreations & Park District
Charlea Moore, Rio Linka Elverta Recreations & Park District
Michael Yearwood, Cordova Recreation & Park District

Valid ballots, voted by the majority vote of the Board and certified by the Secretary of the Board, must be received by LAFCo by Tuesday, January 28, 2020. The winning candidate of the ballot is determined by a majority vote and will be announced within seven days.

Fiscal Impact:

None.

Strategic Plan Alignment:

Goal B - Optimize Operational and Organizational Efficiencies

By voting, the District is actively participating and advancing the District's position by support of a candidate.



Sacramento

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939

DATE: November 26, 2019

TO: Special Districts' Selection Committee

FROM: Don Lockhart, Executive Officer
Sacramento Local Agency Formation Commission

RE: **Selection of Special District Commissioner and Alternate Commissioner Run-off**
for the Sacramento Local Agency Formation Commission

Term of Office: **January 1, 2020 to December 31, 2023**

Thank you for your participation in the selection process for the Special District Commissioner and Alternate seats on the Sacramento Local Agency Formation Commission (LAFCo).

This purpose of this memorandum is to announce who was selected by the Special District Selection Committee for the Commissioner and the Alternate Commissioner seats for LAFCo.

The winner by a plurality of votes for the **Commissioner seat is Lindsey Liebig** from the Herald Fire Protection District. Therefore, Ms. Liebig is declared the selected Commissioner.

For the **Alternate Commissioner seat there is a three-way tie**. Therefore, a run-off will occur. Please see the attached Instructions and Ballot. (Ballot must be returned by January 28, 2020)

Commissioner Liebig will fulfill the four year term starting January 1, 2020 ending December 31, 2023. At the end of that time, another selection process will be held. Congratulations and welcome Ms. Liebig!

Please feel free to contact me if you have any questions regarding the selection process at (916)874-6458.

Yours truly,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

Donald Lockhart, AICP
Executive Officer





Sacramento

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939

DATE: November 26, 2019
 TO: Special Districts' Selection Committee
 FROM: Donald Lockhart, Executive Officer
 RE: **Selection of Special District Alternate Commissioner**
 Term of Office: January 1, 2020 to December 31, 2023
for the Sacramento Local Agency Formation Commission

For the **Alternate Commissioner seat there is a three-way tie**. Therefore, a run-off will occur. Pursuant to the provisions of Section 56332 of the Government Code, the Executive Officer has determined that a meeting of the Special District Selection Committee for the purpose of selecting an Alternate Special District Commissioner [for Offices No. 6 & 7] to serve on the Sacramento Local Agency Formation Commission is not feasible. Based on past experience, due to the size of the Special District Selection Committee, it has been difficult to establish a quorum. Therefore, the business of the Special District Selection Committee will be conducted in writing, as provided in the cited section code.

Please see the attached Run-off Ballot

Please select one candidate for Alternate Special District Commissioner.

Please return the ballot to the LAFCo office no later than:

4:00 P.M. on TUESDAY, JANUARY 28, 2020

To be valid, selection of a candidate must be done by a majority vote of the governing board of an Independent Special District in an open and official meeting of that board and certified by the secretary or clerk of the board.

Any ballot received after the date specified above shall not be valid. The candidate who receives the most votes will be determined the winner outright. In the event of a tie, there will be a run-off selection held in the same format as the initial selection. The LAFCo Executive Officer will announce the results of the selection within seven days of the specified date.

If you have questions, please contact Sacramento LAFCo at (916) 874-6458.

Return ballot to:
Sacramento LAFCo
1112 "I" Street; Suite 100
Sacramento, CA 95814

or e-mail to: **Diane.Thorpe@SacLAFCo.org**



Sacramento

Runoff Ballot

LAFCo Special District Alternate Commissioner

Please select one candidate from below

Run-off Ballot

Alternate Commissioner - for Offices No. 6 & 7

Please select **ONE** candidate **BELOW**

-
- | | |
|--|--------------------------|
| Michael Hanson
Arcade Creek Recreation & Park District | <input type="checkbox"/> |
| Charlea Moore
Rio Linda Elverta Recreation & Park District | <input type="checkbox"/> |
| Michael Yearwood
Cordova Recreation & Park District | <input type="checkbox"/> |
-

Ballot must be received by **4:00 pm on Tuesday January 28, 2020**

Special Districts must return the ballots to LAFCo by the date specified above. Any ballot received after the specified date shall not be valid. *The information below must be complete*

The candidate who receives the most votes will be determined the winner outright.

The LAFCo Executive Officer will announce the results of the election within seven days of the specified date.

Name of Special District

Street Address

Date of Meeting

District Phone Number

Signature of Secretary or Clerk of the Board

Phone Number

Print Name

E-mail Address

Michael Hanson[REDACTED]
Sacramento, CA 95841
[REDACTED]**SUMMARY**

Information Technology Professional proven experience including roles as a manager, project manager, systems analyst, systems integrator and software developer of systems in the mainframe and midrange environments. Experienced in all stages of software development life cycle, from analysis through implementation. Successfully managed numerous projects and led teams in system & vendor selection, analysis of business requirements, vendor management, system development & implementation. Strengths include:

- Project Manager
- Vendor Management
- Systems Integration
- Database Analysis
- Application Architecture
- System Analysis
- Software Development Lifecycle
- Managing Projects Across Technologies

Elected to Arcade Creek Recreation and Park District 2014

- Serve as Chair 2015
- Serve as director 2016
 - Lead in the Master Plan project
- Serve as Secretary/Treasurer 2017

PROFESSIONAL EXPERIENCE**CSAA IG, Glendale AZ****1993-Present**

Previously, CSAA, San Francisco, CA

*AAA Membership and Insurance Co.***Project Manager****2002 – Present**

As an EDS/HP employee supporting CSAA (outsourced in 1996), led projects involved in mainframe upgrades and support activities.

- Created proposal to upgrade all application software to a consistent and supportable level. The application software would not be supported under the new operating system (the environment was scheduled to be upgraded). Worked with leadership to document proposal and create the accepted SOW. (Project size >65K staff hours)
- Managed teams' efforts associated with the application. Assumed role as the Technical Lead and Application Architect. Needed to allow concurrent business changes to occur while upgrading the infrastructure. Delivered a consolidated toolset for mainframe application support including the customized Configuration Management tool, the approach to managing DB2, and the build process itself.

- Reviewed infrastructure requirements and worked with senior management to create an accepted SOW to upgrade the system software.
- Managed a multi-stage mainframe software upgrade the environment to supported levels. Managed the efforts of EDS, Mphasis, and CSAA teams to upgrade the environment with minimal interruption to the business.
- Technical lead for the CSAA account for the mainframe portion of the Data Replication Project by providing stats and coordinating various teams. In addition, provided communication and follow-through for questions/concerns related to the midrange portion of the effort. Help to coordinate the efforts to deliver a successful data replication environment where the mainframe and midrange have replication in place for Disaster Recovery purposes.
- Manage mainframe hardware upgrades. Managed 4 mainframe CPU upgrades for the CSAA account. The scope included the coordination of the teams, the actual upgrade itself, and validation all components would continue to support the business/applications in the new environment as they did on the current hardware including the encryption coprocessor.
- Manage mainframe system software upgrades. Managed migrations from IBM OS/390 through z/OS 1.13, DB2 v7 through DB2 v10, and similar upgrades to CICS, Datacom, and the infrastructure in general. Each major upgrade required a level of acceptance testing and burn-in prior to moving the upgrades to production.

Team Lead

1996 – 2002

As a Systemhouse/MCI/WorldCom employee supporting CSAA (outsourced in 1996), led teams addressing improvements in the Travel/Touring and Membership area.

- Coordinated the install of the TripTik system developed by the AAA National team to automate the Tourbook and map process used to support members in their travels. This was a client-server app where workstations would communicate to a SUN Sparc back-office server.
- Lead the development of the processes internal to CSAA to handle “vanity cards.” This is the AAA VISA cards for the CSAA members which allowed them to autopay their membership. Later, added the capability to Autopay their insurance premiums as well.
- Scheduled to manage the Claims replacement project (HAL), a Client-Server application. Studied the architecture and status with the current PM who then was able to stay and complete the project.

Team Lead

1993 – 1996

Managed team supporting Travel and Touring

- Brought onboard to support the project replacing all Membership, Insurance, and Claims. The architecture of the system was client-server based with the data storage being DB2 on the mainframe and the client residing on workstations running OS/2 and communicating to the mainframe. Directed the efforts of the Membership team (and supported other team’s efforts) related to productionalizing the system.

Michael Hanson

Attachment 3

Education: BA in Management, St. Mary's College, Moraga CA.

Charlea R. Moore

• Elverta, CA 95626

Applicant Statement for the Special District LAFCO Representative

I moved from Glassboro New Jersey to Rio Linda Elverta in 1981, along with my 3 year old daughter and my husband.

Almost immediately I became involved with Sacramento County Service Area #3 which was the forerunner of our current independant Parks and Recreation District serving the Rio Linda Elverta Communities. This involvement was the result of reading a statement in the local paper, indicating that the Parks Advisory Board had determined that there were sufficient equestrian trails in the area. I was very happy to advocate for additional trails and in the process begin my education in local governance processes.

Over the next several decades I was appointed to numerous County and Local advisory boards, steering committees and ad hoc committees. My interest expanded to include growth issues, flood issues and agriculture/suburban/urban issues.

I learned a great deal about how government works and how Special Districts fit into the process. I became a strong advocate for local governance after going through 3 incorporation attempts in the Rio Linda Elverta communities and in the education process I switched from anti-incorporation to pro-incorporation for unincorporated communities.

In about 1992 I was appointed to the RLE CPAC in and served during the Community Plan Update. I am familiar with the governance process and with procedures for arriving at a decision as a board member. I have served several terms on CPAC under four different County Supervisors since that initial appointment. All of these experiences were very educational for me.

In 2002 I successfully ran for the Rio Linda Elverta Recreation and Parks District. I truly enjoyed and have greatly benefited from the experience of becoming an elected board member. I ran again in 2016 and am currently serving as Secretary for the RLE Recreation and Parks District.

I believe that my history in the community and experience as an elected public official will be an asset for Special Districts as a LAFCO Special District Board member.

Thank you,

Charlea R. Moore

Michael T. Yearwood

Rancho Cordova, CA 95670

Experience Summary:

Customer Service Leader with over ten years of experience with direct customer problem solving within the health insurance industry. Expert level experience with hiring, training, staff retention, process improvement projects, managing deadlines and increasing production of teams.

Health Net of California

2016-2019

Claims Supervisor - Performance Team

- Supervise a team of 17 Claims Analysts
- Coach and mentor staff to exceed expectations
- Responsible for talent and performance management of Claims Team
- Daily operational leadership and support through work distribution and monitoring
- Coordinate with scheduling to assist with daily forecast ensuring accurate staffing coverage
- Identify individual performance gaps to recommend and implement action plans that achieve desired result
- Monitor daily productivity through the Maccess System
- Collaborate with peers and managers on process improvements

State of California - Health Benefits Exchange (Covered California)

2015-2016

Supervising Program Technician III

- Supervise a team of 15 Customer Service Representatives
- Coach and mentor staff to exceed expectations
- Assist representatives with questions regarding health plan options and policy and procedures
- Research and resolve escalated calls from consumers
- Monitor daily productivity through the IEX System
- Audit inbound calls through the Nice System
- Collaborate with peers and managers on process improvements

Vision Service Plan


2007-2015

Client Broker Representative - Inside Sales

- Assisted and resolved clients and brokers service issues
- Provided phone support and customer service to clients and brokers
- Provided e-mail coverage for Sales Team in their absence
- Implemented installation of new groups and pull-outs according to guidelines
- Processed renewals for clients according to guidelines
- Provided Resource Center support to clients and brokers

References available upon request

Michael Yearwood

 Rancho Cordova, CA 95670

Service to My Community

Cordova Recreation and Park District (Board Chairperson)
2015-Present: Director

As a Cordova Recreation and Park District (CRPD) Board Member I am responsible for the budget and for setting policies that safeguard the vitality of the district. The five non-partisan members of the Board of Directors are elected to four-year terms by residents located within CRPD's boundaries. The elected board is held accountable to the following laws that govern public officials: The Brown Act, California Public Records Act, FPPC Reporting Requirements and biannual ethics training.


Specific functions and duties of my role as a Board Director are:

1. To perform its legal responsibility.
2. To set up by-laws, regulations and operation procedures
3. To select, employ, and if necessary, dismiss the District Administrator.
4. To control the operating budget, the financial plans and the insurance program.
5. To care and maintain property.
6. To be responsible for program.
7. To assure personnel policies.
8. To maintain good public relations.
9. To appoint, commission, supervise and receive reports from committees and the District Administrator.

BOARD MEMBERS RESPONSIBILITIES

1. Board members should understand the significance and importance of recreation in the community.
2. Board members should be aware of the relationship of the recreation services to other community services.
3. Board members should look objectively at their specific responsibility as board members and at local community recreation needs, and keep abreast of changing conditions, continuously reassessing their efforts and reasons for service.
4. Board members should have the courage to resist pressures of all types and insist upon high standards for their agencies, particularly in regard to competent, professional personnel.
5. Board members should be aware of their role as board members, acting in concert with their fellow board members without usurping the functions of the District Administrator.

Michael Yearwood

 Rancho Cordova, CA 95670

Rancho Cordova Athletic Association

2013: Founding Member

2013-2015: Secretary

2016: CRPD Representative

Leadership Rancho Cordova

2014-2016: Governing Board

2014: Graduate of Class VIII

Rancho Cordova Youth Soccer Club (RCSC)

2002: Coach

2003: U-6 Age Coordinator

2004: Coach & U-8 Boys Age Coordinator

2005: Coach & U-8 Girls Age Coordinator

2006: Coach & U-6 Age Coordinator

2007-2009: Club Manager & Coach

2012: Coach

American River Youth Soccer League (ARYSL)

2007-2009: Board Member – RCSC Representative

2010: League Treasurer

Cordova Girls Softball League

2010-2011: League Vice President

2011-2012: League Vice President

2012-2013: Secretary

2013-2014: Secretary

2014-2015: NORCAL Representative

Folsom Cordova Unified School District

Cordova High School Site Council

2014-2015: Parent Representative

Cordova Lane Elementary School Site Council

1998-2006: Elected Parent Representative

Navigator Elementary School Site Council

2006-2008: Elected Parent Representative

Measure M & P Oversight Committees

2014-2016: Parent/PTSO Member Representative



Agenda Item: 8

Date: December 9, 2019

Subject: General Manager Employment Agreement

Staff Contact: Dan York, General Manager

Recommended Board Action:

Authorize President Jones to execute the amended Employment Agreement (Attachment 1) with Dan York, General Manager.

Discussion:

Following completion of the General Manager’s performance evaluation, the Board of Directors met in closed session to provide direction for labor negotiations. As a result of those negotiations, the attached Employment Contract is presented for Board consideration.

The proposed changes to the agreement include the following amendments to sub-sections to Section 6:

- During the term of this Agreement, Mr. York will be paid a salary in the amount of \$181,912 per year (“Base Salary”). The District will pay Mr. York his Base Salary in accordance with the pay periods established for all District employees. This section has been updated in section a.
- Mr. York will receive \$300 per month car allowance. Mr. York understands that the car allowance will be deemed taxable income to the extent required by law, but that it is not “PERSable” compensation. This section has been added to section e.
- Mr. York will be entitled to be reimbursed for the reasonable amount of his actual and necessary expenses incurred in carrying out his duties as General Manager to the extent that his expenses have been properly documented in conformance with the District Employee Handbook and policies, and the Internal Revenue Service’s requirements for an Accountable Plan. Reimbursement for travel-related expenses incurred by Mr. York as General Manager for travel outside of California will require the prior approval of the Board of Directors. This section has been edited in section e.

Fiscal Impact:

Included in the approved labor budget.

Strategic Plan Alignment:

Goal E - Retain and Recruit a Qualified and Stable Workforce

**SACRAMENTO SUBURBAN WATER DISTRICT
AMENDED AND RESTATED EMPLOYMENT AGREEMENT
WITH GENERAL MANAGER**

This Amended and Restated Employment Agreement with General Manager (“Agreement”) is entered into and made effective as of ~~February 1, 2019~~ January 1, 2020, by and between Sacramento Suburban Water District, a public agency (“District”), and Daniel R. York, an individual (“Mr. York”), who agree as follows:

1. **Recitals.** The District has selected Mr. York as the General Manager of the District and Mr. York consents to such selection, subject to the terms of this Agreement.

2. **Employment.** The District hereby employs Mr. York as General Manager of the District (and including the duties of District Secretary) commencing on January 1, 2018, subject to the terms and conditions of this Agreement. Mr. York hereby accepts such employment on the terms and conditions of this Agreement. In accordance with the provisions of sections 53262 and 54957 of the Government Code, this Agreement is subject to ratification in an open session of a regular meeting of the Board of Directors of the District.

3. **Duties.** Mr. York will be the chief executive officer of the District, and will work under the direction of the District Board of Directors. Mr. York’s duties under this Agreement will be those enumerated in Water Code sections 30579, 30580, and 30581, assigned to the office of the General Manager and District Secretary, as described in the job description for the General Manager position and as adopted and amended from time to time by the District Board of Directors, and such other duties and responsibilities as may be assigned by the District Board of Directors. The current job description for the General Manager is attached as Exhibit A to this Agreement.

4. **Work Hours.** Mr. York will devote his full time, attention and energies to his duties, and will be available to work at such times as necessary to fully and competently perform the duties of General Manager, regardless of the number of hours involved. Mr. York acknowledges that the duties of General Manager may require an average of more than forty hours per week, and that some day-to-day work hours may vary (for example on Board meeting days). Except as otherwise provided in this Agreement, Mr. York will not be compensated for overtime hours worked or otherwise earned, or be entitled to compensatory time off for hours worked in excess of eight hours per day or forty hours per week. Mr. York will not engage in any conduct or other employment or business that would interfere with his responsibilities and duties to the District or that would reflect unfavorably on the interests of the District.

5. **Compensation.** For all services to be rendered by Mr. York under this Agreement, the District will provide to Mr. York the following salary and benefits:

a. During the term of this Agreement, Mr. York will be paid a salary in the amount of ~~\$173,250~~181,912 per year ("Base Salary"). The District will pay Mr. York his Base Salary in accordance with the pay periods established for all District employees.

b. The District Board of Directors may, at any time during the term of this Agreement, increase Mr. York's Base Salary. The Board of Directors will conduct an annual review each year of Mr. York's job performance, and may consider a merit salary increase after performing each such review.

c. Mr. York will be entitled to 240 hours per year of General Manager's vacation leave, but will not be entitled to any overtime pay or other compensatory time off benefits.

d. Mr. York will be entitled to receive all other employee benefits (including, but not limited to, sick leave, retirement system membership and employer contributions, deferred compensation investment opportunities, and employee and dependent coverage on health, dental and other group insurance programs), as provided in the District Employee Handbook, as amended from time to time by the Board of Directors, and as otherwise provided to other regular full-time District employees.

e. Mr. York will receive \$300 per month car allowance. Mr. York understands that the car allowance will be deemed taxable income to the extent provided required by law, but that it is not "PERSable" compensation. Mr. York will be entitled to be reimbursed for the reasonable amount of his actual and necessary expenses incurred in carrying out his duties as General Manager. ~~Such reimbursements include mileage payments for the use of Mr. York's personal car in the course of official District business payable at the current IRS Standard Mileage Rates,~~ to the extent that his expenses have been properly documented in conformance with the District Employee Handbook and policies, and the Internal Revenue Service's requirements for an Accountable Plan. Reimbursement for travel-related expenses incurred by Mr. York as General Manager for travel outside of California will require the prior approval of the Board of Directors.

6. Other Terms and Conditions of Employment. The performance of duties by Mr. York also will be governed by the District Employee Handbook, and the District and Mr. York will comply with all applicable provisions of the Employee Handbook. If any term or condition of this Agreement is inconsistent or in conflict with a term or condition of the Employee Handbook, the provisions of this Agreement will govern. Mr. York acknowledges that the position of General Manager is one requiring frequent and highly-visible contact and involvement with members of the public and the community, and that in many respects the General Manager is the spokesperson and representative of the District. Mr. York will not engage in any conduct within or outside the scope of his employment with the District that reflects unfavorably on or discredits the District, its Board of Directors, or other employees.

7. Termination. This Agreement may be terminated in any one of the following ways:

a. By mutual agreement of the parties, expressed in writing.

b. By Mr. York, upon giving to the District not less than 90 days' prior written notice of his election to terminate.

c. By the District, for cause, upon giving to Mr. York written notice of immediate termination. The written notice of termination will specify (1) the particular cause(s) and the facts and circumstances justifying the termination of the Agreement for cause, and (2) the opportunity of Mr. York to be heard before the District Board of Directors on the reasons for his termination. If Mr. York requests a hearing, the hearing will be held at the Board's earliest convenience in a closed session, unless Mr. York requests an open session hearing. After the hearing, the Board may affirm, modify or reverse its decision to terminate for cause. For purposes of this Agreement, the following will justify termination for cause: willful breach of duty; habitual neglect of duty; gross insubordination; conviction of a crime involving moral turpitude; conduct that makes it impossible or impracticable to perform the duties under this Agreement, or that seriously impedes District operations; conduct that tends to bring discredit to the District, or conduct unbecoming an employee in public service; mishandling of District funds; any intentional misrepresentation or fraud in connection with the performance of his duties; or, theft of District property.

d. By the District, without cause, upon giving to Mr. York written notice of immediate termination and payment of severance pay in a maximum amount equal to Mr. York's then-monthly salary multiplied by 3 months, consistent with, and as may be limited by, the provisions of Government Code sections 53260 through 53264.

Notwithstanding the provisions of any District rule, regulation, policy, procedure or practice to the contrary, upon termination of Mr. York's employment, whether with or without cause, Mr. York will not be entitled to any compensation, damages or other monetary award except as specifically authorized by this Agreement.

8. Dispute Resolution. If any dispute arises between the District and Mr. York over the conditions of his employment or the terms of this Agreement, the District and Mr. York agree that they first will meet and confer to try to resolve the dispute. If that informal process does not result in a resolution of the dispute, the parties then will agree on a mutually acceptable mediator and attempt to mediate the dispute. If mediation is ineffective, the parties agree to submit the dispute to binding arbitration before a single mutually acceptable arbitrator using the procedures set forth in the California Arbitration Act, Code of Civil Procedure sections 1280 and following. Each party will bear its own costs in all phases of the dispute resolution process.

9. Entire Agreement. This Agreement constitutes the sole, entire, integrated and

exclusive contract between the parties respecting Mr. York's employment by the District, and any other contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this Agreement are void and of no effect.

10. Notices. Any notice to be given to Mr. York will be sufficiently served if delivered personally, or if deposited in the United States Mail, regular pre-paid mail, addressed to Mr. York at his most recent residence address as shown on the District's payroll records. Any notice to be given to the District will be addressed and delivered or mailed to the Board of Directors at the District office.

11. Successors and Assigns. This Agreement is personal to Mr. York. Neither the Agreement nor any part of it may be transferred or assigned. Subject to this restriction on transfer and assignment, this Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

12. Amendments. This Agreement may be amended only by a subsequent writing approved and signed by both parties. Any amendment by the District must be approved by the Board of Directors in a noticed regular public meeting. Individual Directors do not have the authority, express or implied, to amend, modify, waive or in way alter this Agreement or the terms and conditions of Mr. York's employment.

13. Waiver. A waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Agreement will not be deemed a waiver with respect to any subsequent default or matter.

14. Construction and Interpretation. The parties acknowledge and agree that this Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

SACRAMENTO SUBURBAN
WATER DISTRICT

MR. YORK:

By: _____
President, Board of Directors

By: _____
Daniel R. York

Attest:



Agenda Item: 9

Date: December 10, 2019

Subject: State of the District Presentation

Staff Contact: Dan York, General Manager

Recommended Board Action:

None.

Discussion:

The General Manager will provide a State of the District presentation.

Fiscal Impact:

None.

Strategic Plan Alignment:

Goal B - Optimize Operational and Organizational Efficiencies



Agenda Item: 10

Date: December 11, 2019

Subject: General Manager's Report

Staff Contact: Dan York, General Manager

a. Del Paso Manor Water District Update

As previously reported, on May 31, 2019, all but one employee of Del Paso Manor Water District (DPMWD) resigned/retired. In discussions between SSWD's General Manager and DPMWD'S Board President, DPMWD requested to activate the Mutual Aid Agreement (MAA) that exists between the two districts. The MAA was activated on June 6, 2019, for a period of 60 days, unless an extension is requested. The DPMWD has submitted extensions to the MAA. Based on the most recent extension request, the MAA will expire on December 20, 2019.

At the September 16, 2019 regular Board meeting, the Board approved an Operational Service Agreement (OSA) be developed in place of the MAA. The MAA was developed to cover emergency services (e.g., emergency water, labor, vehicles/equipment and inventory supplies) for a six month duration. The services currently being provided to DPMWD is staffing (which includes vehicles), due to them only having one operator for their water system. An OSA can cover a majority of what is in the MAA, however, it would be more directed towards actual services being provided.

The OSA was to be brought before the DPMWD Board for approval on December 3, 2019. However, the DPMWD Board did not make a decision on the OSA as their Legal Counsel resigned and the Interim General Manager was on vacation. It is anticipated that the MAA will be extended until the OSA brought back to the DPMWD Board on January 7, 2020.

b. Grant of Easement and Right of Way at 5236 Manzanita Avenue

Pursuant to Resolution 16-21, the General Manager has accepted a Grant of Easement and Right of Way for the below listed property for the purposes of operation and maintenance of distribution system pipeline and related appurtenances for the listed project:

- 5236 Manzanita Avenue, Carmichael, California (development project).

c. Sacramento Region Collaboration Study Update

As reported at the November regular Board meeting, five consultants submitted Request for Proposals (RFP) that were received for the subject study.

The RFPs were distributed to the General Managers of the participating agencies and upon review and discussion, four consulting firms were selected to be interviewed.

The General Managers of the participating agencies will be interviewing the selected consultants on December 17, 2019. It is anticipated that the consultant will be selected in late December early January. Once the consultant is selected, all of the prospective participating agencies will be approving a cost allocation and Memorandum of Understanding in February/March 2020.



Agenda Item: 11

Date: December 9, 2019

Subject: Assistant General Manager's Report

Staff Contact: Mike Huot, Assistant General Manager

a. Implementing the Strategic Plan

The 2020 Implementation Plan is complete and included as Attachment 1. As you will notice, the common topics needing attention are (1) Training, (2) Standard Operating Procedures, (3) Standards for Construction and Maintenance and Operations, (4) Outreach, (5) Efficiencies, and (6) Security. Business Initiatives for 2020-2021 are being developed to address these topics and are on track to be completed by the end of December, 2019. The Business Initiatives define the project, team, resources, and schedule needed to address the topic.

Updating the Implementation Plan and revising Business Initiatives or creating new ones will occur annually. To align with the budget process, our next Implementation Plan update is tentatively scheduled for the spring of 2021 and Business Initiatives are tentatively scheduled for the summer of 2021.

Attachment:

1 – Implementation Plan

Implementation Plan (2020)

INITIATIVES

TIMELINE

<ul style="list-style-type: none"> • Develop an Adequate Training Program (district & regionally). <ul style="list-style-type: none"> ○ Trades - Customer Service, Engineering, Operations, Administration, IT, Human Resources, and Water Conservation ○ Mentoring ○ Succession Planning ○ Cross Training – job shadowing, ride-a-longs (initial and after 1+ years of employment), temporary job transfers, etc. ○ Continuing Education – conferences, classes, etc. 	2020-2021
<ul style="list-style-type: none"> • Improve, Standardize, and Update Operational Processes and ensure they are kept current. <ul style="list-style-type: none"> ○ Begin with SOPs – Document, Provide Training, and Expand 	2020-2021
<ul style="list-style-type: none"> • Optimize Organizational Efficiencies - Strive for a unified work force and increase efficiency by streamlining internal processes and improving communication. 	2020-2021
<ul style="list-style-type: none"> • Evaluate benefits of standardizing assets in the field (e.g. well equipment, interties) and develop implementation plans if appropriate. 	2020-2021
<ul style="list-style-type: none"> • Evaluate youth outreach for potential operators. 	2020-2021
<ul style="list-style-type: none"> • Evaluate security at sites and enhance where necessary. 	2020-2021
<ul style="list-style-type: none"> • Implement multimedia (i.e. YouTube) to show customers what we do and how they can help. 	2020-2021
<ul style="list-style-type: none"> • Evaluate Language/Bilingual Subscription Service for customer service, field services, and customers. 	2020-2021
<ul style="list-style-type: none"> • Evaluate options to obtain data for customer contacts. 	2020-2021
<ul style="list-style-type: none"> • Educate and encourage staff to be more acquainted with the District website and evaluate implementing an intranet. 	2020-2021
<ul style="list-style-type: none"> • Amend agreement with Cal-Am, include clarifying that wheeled may be a blend of surface water and groundwater. 	2020-2021
<ul style="list-style-type: none"> • Evaluate a distribution system flushing program to determine if there are parts of a flushing program worth implementing. 	2022-2023
<ul style="list-style-type: none"> • Review rental rates and contracts for facilities (e.g., Auburn yard, cell towers) and evaluate if SSWD should be a landlord (i.e. risk, cost/benefit). 	2022-2023
<ul style="list-style-type: none"> • Research other sources for temporary workers, examples: Folsom Lake College, Water Talent, etc. 	2022-2023
<ul style="list-style-type: none"> • Review communication and collaboration with other Districts in regards to goals, finances, and operations, and implement changes if needed. 	2022-2023
<ul style="list-style-type: none"> • Provide conservation outreach to schools – Provide education calendar with a drawing contest, teach kids water conservation, and engage the teachers. 	2022-2023
<ul style="list-style-type: none"> • Perform stakeholder outreach to inquire how SSWD can improve and inform how regulations and other issues impact SSWD's rates and water use. 	2022-2023



Agenda Item: 12

Date: December 10, 2019

Subject: Financial Report

Staff Contact: Daniel A. Bills, Director of Finance and Administration

Eight reports are attached for your information. Please note formatting changes and additional reports:

- Financial Highlights – November 2019
- Financial Statements – November 2019
- Investments Outstanding and Activity – November 2019
- Cash Expenditures – November 2019
- Credit Card Expenditures – November 2019
- District Reserve Balances – November 2019
- Information Required by LOC Agreement
- Financial Markets Report – November 2019

Financial Statements

Financial Highlights

The Statements of Net Position and Statements of Revenues, Expenses and Changes in Net Position are presented in this report. They are gleaned from the financial statements presented on subsequent pages. Key information from this report indicates the District's cash balance is \$2.0 million less than its prior year balance at the same date; investments are \$4.2 million more than on November 30, 2018; liabilities have decreased by \$5.2 million due to the payment of scheduled bond principal made at the end of October; and net position has increased by \$6.9 million in the last 12 months as the District continues to replace its capital infrastructure without incurring additional debt. Operating revenues increased \$0.2 million compared to the same period a year ago. There is no rate increase for 2019. Operating expenses increased \$0.8 million compared to the same period a year ago due to: 1) the increase in surface water purchasing costs as no surface water was taken in the first quarter of 2018, and 2) increased administrative costs due to addition of three new approved positions during 2019 and the increase of OPEB contribution.

Statements of Net Position:

District cash and cash equivalents balance is \$7.6 million as of November 30, 2019, unchanged from December 31, 2018. Cash held in the District's bank accounts (\$3.6 million as of November 30) is held in accordance with state and federal regulations, which state that cash held in the District's bank accounts above the FDIC insured limits must be fully collateralized with

government securities that are equal to or greater than 110% of the District's cash balance in the bank at any time.

Investments increased since December 31, 2018 by \$2.9 million to a total of \$39.1 million, reflecting the reinvestment of interest received and unrealized market value gains. Investment portfolio balances and activity are reported on subsequent pages.

Capital assets increased by \$14.9 million to \$492.3 million as of November 30, 2019, resulting from expenditures on distribution main replacement projects, well improvement projects and meter retrofit costs. Capital assets are primarily funded by monthly remuneration from customers through "capital facilities charges," developer contributions, as well as grant funds, when available, and District reserves when necessary.

Net position stands at \$263.2 million as of November 30, 2019, compared to \$251.3 million at December 31, 2018 for an increase of \$11.9 million.

Statements of Revenues, Expenses and Changes in Net Position:

The net position increase of \$11.9 million in 2019 is \$1.0 million more than the first eleven months of 2018. Net changes are comprised of:

1. Operating revenue increased primarily due to the increase of wheeling water charges. Wheeling water charges increased by \$0.2 million compared to the same period in 2018 as surface water was not available for wholesale wheeling in the first three months of 2018.
2. Operating expenses increased by \$0.8 million from the same period in 2018 due to the net effect of: 1) the increase of \$0.4 million in surface water costs as no surface water was taken in first quarter of 2018 due to the shutdown of the Antelope Transmission Pipeline (ATP) and availability of PCWA water; 2) a decrease of \$0.6 million in groundwater pumping costs; 3) an increase of \$0.5 million in transmission and distribution costs due to the increase of sidewalk paving costs to comply with ADA compliance that the County insisted the District pay, and 4) an increase of \$0.4 million in administrative costs due to addition of three new positions approved for 2019 and increase of \$0.3 million in OPEB contribution.
3. Rental income increased by \$0.1 million compared to the same period a year ago primarily due to the \$80,000 one-time payment in addition to monthly fee of new rental contract signed by American Tower Corporation.
4. Investment income increased by \$1.7 million compared to the same period a year ago primarily due to unrealized holding gains in the first eleven months of 2019.
5. Interest expense and debt related costs decreased \$0.4 million compared to the same period a year ago primarily due to the savings from refunding the 2009B COP to a lower interest rate with the issuance of the 2018A Revenue Bond.

Budgets:

The District's operating and maintenance expenditures through November 2019 came in less than the approved budget by \$2.8 million primarily due to savings in the production and cost of water. Other positive variances are due to timing differences. As requested by the Board at the February 2019 Regular Board meeting, the 2019 Employee Morale Budget (Operations and Maintenance Expense Budget) has been reduced from \$18,500 to \$12,000.

Operating capital project expenditures in November were \$0.3 million; \$0.6 million year-to-date and \$0.3 under contract. The total budget for the year is \$0.95 million.

The District's capital improvement project (CIP) budget for 2019 is \$18.3 million. For the first eleven months of 2019, \$14.2 million has been spent while \$3.8 million is under contract. Expenditures continue to be primarily in distribution system replacements, meter retrofit projects and meter reading end-point replacements.

Debt – November 2019

This report shows district activity in repaying its long-term debt obligations. Scheduled 2019 principal payments of \$4.6 million were made at the end of October. Total principal outstanding as of November 30, 2019 is now \$70.1 million.

Interest expense consists of: 1) interest paid to bondholders, 2) letter-of-credit facility fees, 3) remarketing fees, 4) arbitrage rebate liabilities, and 5) net SWAP interest.

For the first eleven months of 2019, the District has incurred interest expense of \$2,035,009 versus a forecast of \$2,612,500 or a \$577,491 positive variance. This is primarily due to expected Federal Reserve interest rate increases not occurring as anticipated.

Investments Outstanding and Activity – November 2019

Reserve funds are invested in diverse investments that consist of corporate notes, Federal Agency bonds and discount notes, U.S. Treasury bonds, notes and bills, Supra-National Agency notes, commercial paper, municipal bonds, negotiable certificates of deposit, asset-backed securities, collateralized mortgage obligations and LAIF (Local Agency Investment Fund). The District's investments are under the day-to-day management of PFM Asset Management, LLC (PFM). PFM manages the portfolio in compliance with the District's Investment Policy, provides monthly and quarterly reporting, analytics, and proposes strategies for the District. The market portfolio is currently earned a rate of 2.31% per annum, while LAIF is earning 2.10% per annum. District staff monitors investment assets quarterly and reviews/approves the effective duration of the District's portfolio against its benchmark index on a quarterly basis as well.

During the month of November, the District purchased one U.S. Treasury Note for \$1.2 million (par), one Municipal bond for \$0.1 million (par), and one Federal Agency Collateralized Mortgage Obligation for \$0.2 million (par). The District received principal paydowns on two Federal Agency Collateralized Mortgage Obligations of \$3,917 (par) and four Asset-Backed Security Obligations of \$34,626 (par). The District sold two U.S. Treasury Notes for \$0.7 million. One Commercial

Paper was matured for \$0.4 million (par). See “Investment Activity” section in the attached report for further details.

All investments are invested and accounted for in accordance with the District Investment Policy (PL - FIN 003) and Government Code.

Cash Expenditures – November 2019

During the month of November, the District made cash payments totaling \$4.1 million. The primary expenditures were – \$0.2 million for debt service, \$1.7 million for 2019 capital improvement projects, \$0.8 million for water costs including pumping and chemical costs, \$0.1 million for customer billing, printing and postage, and \$1.0 million for payroll, pension and health benefits.

Purchasing Card Expenditures – November 2019

Per the District’s Purchasing Card Policy (PL – FIN 006), a monthly report detailing each purchasing card transaction by cardholder is provided.

During the month, the District spent \$27,373 for various purchases on the six District purchasing cards. Details by vendor and purpose are included in this report.

District Reserve Balances

The District’s Reserve Policy, PL – Fin 004, requires the District to maintain a certain level of cash and investments on hand at any one time, as determined by the Board annually. Balances as of November 31, 2019 are \$46,972,982 compared to \$45,050,155 at December 31, 2018.

Information Required by LOC Agreement

Per Article 5.2 (b) of the 2009A COP Reimbursement Agreement with Sumitomo Mitsui Banking Corporation (LOC Provider), year-to-date net revenues available for the payment of debt service costs and an estimate of debt service payments for the upcoming six months are provided.

**Financial Statements
November 30, 2019**

**Sacramento Suburban Water District
Financial Highlights
Period Ended**

STATEMENTS OF NET POSITION

	<u>Year-To-Date</u> <u>11/30/2019</u>	<u>Year-To-Date</u> <u>11/30/2018</u>
LIQUIDITY		
Cash and cash equivalents	\$7,594,689.94	\$9,546,374.65
INVESTMENT		
Investments	39,149,538.32	34,931,937.42
CAPITAL ASSETS		
Property, plant and equipment	492,285,443.68	473,077,851.13
Accumulated depreciation	<u>(192,134,549.64)</u>	<u>(179,646,191.92)</u>
	300,150,894.04	293,431,659.21
LIABILITIES		
Long Term Debt	(76,269,341.85)	(81,477,454.65)
NET POSITION		
Net Position	<u>263,205,419.99</u>	<u>256,321,145.26</u>

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	<u>Month</u> <u>11/30/2019</u>	<u>Year-To-Date</u> <u>11/30/2019</u>	<u>Month</u> <u>11/30/2018</u>	<u>Year-To-Date</u> <u>11/30/2018</u>
NET INCOME				
Operating Revenue	4,032,755.70	41,763,348.59	3,789,347.48	41,567,038.63
Operating Expense	(2,133,811.84)	(18,527,059.51)	(1,553,082.62)	(17,767,700.19)
Other, Net	(845,985.04)	(11,304,879.78)	(1,072,571.05)	(12,909,645.48)
Change in Net Position	<u>\$1,052,958.82</u>	<u>\$11,931,409.30</u>	<u>\$1,163,693.81</u>	<u>\$10,889,692.96</u>

**Sacramento Suburban Water District
Statements of Net Position**

As Of

	Month End	Year End
	11/30/2019	12/31/18
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$7,594,688.73	\$7,585,118.00
Restricted Cash and cash equivalents	1.21	9,767.92
Accounts receivable, net of allowance for uncollectible accounts	3,097,518.11	2,841,401.63
Interest receivable	227,487.12	215,917.07
Grants receivables	0.01	0.01
Other receivables		945,572.10
Inventory	752,468.57	495,142.20
Prepaid expenses and other assets	1,269,458.99	924,083.21
TOTAL CURRENT ASSETS	12,941,622.74	13,017,002.14
NONCURRENT ASSETS		
Investments	39,149,538.32	36,369,025.38
Fair value of interest rate swaps	1,564,723.00	1,564,723.00
TOTAL NONCURRENT ASSETS	40,714,261.32	37,933,748.38
Property, plant and equipment	492,285,443.68	477,342,701.03
Accumulated depreciation	(192,134,549.64)	(180,222,436.62)
TOTAL CAPITAL ASSETS	300,150,894.04	297,120,264.41
TOTAL ASSETS	353,806,778.10	348,071,014.93
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amount on long-term debt refunding	5,418,541.79	6,024,224.12
Pension contribution subsequent to measurement date	2,223,442.00	2,223,442.00
Other post-employment benefits	24,450.00	24,450.00
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	361,473,211.89	356,343,131.05
LIABILITIES		
CURRENT LIABILITIES		
Current portion of long-term debt and capital leases	4,790,000.00	4,625,000.00
Accounts payable	1,110,127.90	3,411,438.20
Accrued interest	91,816.54	269,683.50
Deferred revenue and other liabilities	2,030,626.74	1,165,830.41
Accrued expenses	831,153.14	840,578.24
TOTAL CURRENT LIABILITIES	8,853,724.32	10,312,530.35
NONCURRENT LIABILITIES		
Long-term debt	71,479,341.85	76,804,132.00
Compensated absences	933,218.73	950,951.01
Net pension liability	8,812,373.00	8,812,373.00
Net other post-employment benefits liability	5,856,340.00	5,856,340.00
TOTAL NONCURRENT LIABILITIES	87,081,273.58	92,423,796.01
TOTAL LIABILITIES	95,934,997.90	102,736,326.36
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow of effective swaps	1,564,723.00	1,564,723.00
Employee pensions	741,595.00	741,595.00
Other post-employment benefits	26,476.00	26,476.00
NET POSITION		
Invested in capital assets, net of related debt	221,715,356.53	221,715,356.53
Restricted	9,767.92	9,767.92
Unrestricted	41,480,295.54	29,548,886.24
TOTAL NET POSITION	263,205,419.99	251,274,010.69
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	361,473,211.89	356,343,131.05

Sacramento Suburban Water District
Statements of Revenues, Expenses and Changes in Net Position

Period Ended

	<u>Month</u> <u>11/30/2019</u>	<u>Year-To-Date</u> <u>11/30/2019</u>	<u>Month</u> <u>11/30/2018</u>	<u>Year-To-Date</u> <u>11/30/2018</u>
OPERATING REVENUES				
Water consumption sales	\$1,327,189.35	\$12,422,062.17	\$1,098,033.07	\$12,331,082.28
Water consumption sales - raw water	42,577.52	42,577.52		
Water service charge	495,571.89	5,662,118.59	520,944.72	5,801,114.58
Capital facilities charge	2,030,761.53	22,087,673.84	2,025,376.62	22,092,598.07
Wheeling water charge	33,658.82	563,953.54	57,932.98	387,768.28
Other charges for services	102,996.59	984,962.93	87,060.09	954,475.42
TOTAL OPERATING REVENUES	<u>4,032,755.70</u>	<u>41,763,348.59</u>	<u>3,789,347.48</u>	<u>41,567,038.63</u>
OPERATING EXPENSES				
Source of supply	347,731.03	3,044,525.51	213,380.12	2,622,426.29
Pumping	317,388.49	3,492,754.50	366,690.80	4,108,587.80
Transmission and distribution	452,909.97	3,754,327.99	277,551.76	3,291,264.86
Water conservation	31,885.95	375,976.62	29,552.44	369,124.11
Customer accounts	95,636.26	1,200,385.82	107,148.20	1,129,078.50
Administrative and general	888,260.17	6,661,335.57	558,759.33	6,237,593.90
TOTAL OPERATING EXPENSES	<u>2,133,811.87</u>	<u>18,529,306.01</u>	<u>1,553,082.65</u>	<u>17,758,075.46</u>
Operating income before depreciation	1,898,943.83	23,234,042.58	2,236,264.83	23,808,963.17
Depreciation and amortization	(1,081,571.50)	(11,912,113.02)	(1,036,444.18)	(11,424,171.92)
OPERATING INCOME	<u>817,372.33</u>	<u>11,321,929.56</u>	<u>1,199,820.65</u>	<u>12,384,791.25</u>
NON-OPERATING REV. (EXP.)				
Rental income	25,869.79	353,562.80	23,595.93	224,054.59
Interest and investment income	13,222.01	1,682,987.76	140,238.63	428,304.92
Interest expense and debt related costs	(230,506.33)	(2,420,991.86)	(207,778.54)	(2,833,642.58)
Other non-operating revenues	399,450.02	538,335.68		155,805.18
Grant revenue pass-through to sub recipients			20,248.76	20,248.76
Other non-operating expenses		(244.96)	(28.47)	12,064.60
Sub recipient grant expenses			(20,248.76)	(20,248.76)
Gain(loss) on disposal of capital assets		30,820.00		27,030.00
NON-OPERATING REV. (EXP.)	<u>208,035.49</u>	<u>184,469.42</u>	<u>(43,972.45)</u>	<u>(1,986,383.29)</u>
NET INCOME (LOSS) BEFORE CAPITAL	<u>1,025,407.82</u>	<u>11,506,398.98</u>	<u>1,155,848.20</u>	<u>10,398,407.96</u>
CAPITAL CONTRIBUTIONS				
Facility development charges	26,296.00	265,400.00		116,284.00
Developer contributions		144,664.30		350,101.99
Federal, state and local capital grants	1,255.00	14,946.02	7,845.61	24,899.01
TOTAL CAPITAL CONTRIBUTIONS	<u>27,551.00</u>	<u>425,010.32</u>	<u>7,845.61</u>	<u>491,285.00</u>
CHANGE IN NET POSITION	<u>1,052,958.82</u>	<u>11,931,409.30</u>	<u>1,163,693.81</u>	<u>10,889,692.96</u>
Net position at beginning of period	262,152,461.17	251,274,010.69	255,157,451.45	245,431,452.30
NET POSITION AT END OF PERIOD	<u><u>263,205,419.99</u></u>	<u><u>263,205,419.99</u></u>	<u><u>256,321,145.26</u></u>	<u><u>256,321,145.26</u></u>

Sacramento Suburban Water District
Operations and Maintenance Budget
Period Ended

	<i>Month Of November</i>			<i>2019 YTD</i>		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
BUDGETED OPERATING EXPENSES						
Board of Directors	\$4,037.96	\$5,961.16	\$1,923.20	\$38,543.51	\$65,572.76	\$27,029.25
Administrative	517,477.95	197,412.47	(320,065.48)	2,246,323.46	2,171,537.17	(74,786.29)
Finance	71,150.34	98,292.90	27,142.56	907,984.68	1,085,227.90	177,243.22
Customer Services	95,636.26	116,161.61	20,525.35	1,200,385.82	1,281,299.95	80,914.13
Field Operations	39,931.98	46,253.00	6,321.02	466,979.64	683,183.00	216,203.36
Production	665,119.52	857,453.00	192,333.48	6,537,280.01	7,957,848.00	1,420,567.99
Distribution	261,872.19	251,412.04	(10,460.15)	2,153,895.85	2,278,532.44	124,636.59
Field Services	188,043.78	256,090.39	68,046.61	1,528,805.66	1,644,780.29	115,974.63
Maintenance	53,788.16	58,076.48	4,288.32	565,324.34	638,761.68	73,437.34
Water Conservation	31,885.95	34,701.94	2,815.99	375,976.62	467,906.34	91,929.72
Engineering	108,003.39	156,309.19	48,305.80	1,254,528.52	1,355,957.09	101,428.57
GIS/CAD	23,980.81	25,779.28	1,798.47	270,481.82	291,752.08	21,270.26
Human Resources	13,893.40	14,168.29	274.89	161,955.45	269,078.06	107,122.61
Information Technology	58,990.18	82,107.89	23,117.71	820,840.63	1,097,832.79	276,992.16
TOTAL OPERATING EXPENSES	<u><u>2,133,811.87</u></u>	<u><u>2,200,179.64</u></u>	<u><u>66,367.77</u></u>	<u><u>18,529,306.01</u></u>	<u><u>21,289,269.55</u></u>	<u><u>2,759,963.54</u></u>

SACRAMENTO SUBURBAN WATER DISTRICT
 OPERATING CAPITAL AMENDED BUDGET
 11/30/2019

Project Number	Project Name	Original Budget	Amended Budget	Current Month Expenditures	Expenditures Year-To-Date	Committed Year-To-Date	Remaining Balance
SF19-453	FENCE REPLACE - 3 WELL SITES	\$ 21,000.00	\$ 21,000.00		\$ 6,400.00	\$ 10,165.00	\$ 4,435.00
SF19-454	UCMR 4 MONITORING	\$ 70,000.00	70,000.00		-	-	\$ 70,000.00
SF19-455	WELL SITE PAVING	\$ 40,000.00	40,000.00		-	-	\$ 40,000.00
SF19-456	ALUMINUM PIPE TRAILER REPLACEMENT	\$ 9,000.00	9,000.00		-	9,000.00	\$ -
SF19-457	LARGE VOL DECHLORIN TRAILER UPGRADE	\$ 12,000.00	12,000.00		-	7,700.00	\$ 4,300.00
SF19-458	LARGE VOL SUPER CHLORIN TRAILER	\$ 9,000.00	9,000.00		-	-	\$ 9,000.00
SF19-459	VEHICLE ADD - PRODUCTION FORMAN	\$ 45,000.00	45,000.00	40,265.00	40,265.00	501.00	\$ 4,234.00
SF19-460	VEHICLE REPL - TRUCK# 3	\$ 30,000.00	30,000.00	28,052.00	28,052.00	633.00	\$ 1,315.00
SF19-461	VEHICLE REPL - TRUCK # 21	\$ 34,000.00	34,000.00	-	36,165.00	-	\$ (2,165.00)
SF19-462	VEHICLE REPL - TRUCK #12	\$ 31,000.00	31,000.00	-	31,307.00	-	\$ (307.00)
SF19-463	VEHICLE REPL - TRUCK #45	\$ 31,000.00	31,000.00	-	30,646.00	-	\$ 354.00
SF19-464	VEHICLE REPL - TRUCK #51	\$ 45,000.00	45,000.00	40,265.00	40,265.00	501.00	\$ 4,234.00
SF19-465	VEHICLE REPL - TRUCK #6	\$ 42,000.00	42,000.00	39,939.00	39,939.00	411.00	\$ 1,650.00
SF19-466	VEHICLE ADD - SAFETY OFFICER	\$ 31,000.00	31,000.00	28,052.00	28,052.00	633.00	\$ 2,315.00
SF19-467	OFFICE FURNITURE/WORKSTATIONS	\$ 40,000.00	40,000.00	1,691.00	44,714.00	-	\$ (4,714.00)
SF19-468	WELL SITE/BUILD STRUCTURE MAINT	\$ 60,000.00	60,000.00	5,900.00	9,740.00	50,189.00	\$ 71.00
SF19-469	HVAC/ROOF/BUILD REPAIRS	\$ 50,000.00	50,000.00		49,607.00	-	\$ 393.00
SF19-470	REMOVING ANTELOPE GARDEN	\$ 54,000.00	54,000.00	20,130.00	23,965.00	14,350.00	\$ 15,685.00
SF19-471	HARDWARE REFESH PROGRAM	\$ 107,000.00	107,000.00	1,390.00	72,840.00	33,936.00	\$ 224.00
SF19-472	SOFTWARE ENHANCEMENTS/MODULES	\$ 55,000.00	55,000.00		-	-	\$ 55,000.00
SF19-473	BOARD LAPTOPS	\$ 5,000.00	5,000.00		-	-	\$ 5,000.00
SF19-474	BOARD ROOM MONITORS	\$ 35,000.00	35,000.00		3,170.00	-	\$ 31,830.00
SF19-475	REWIRE/MOVE SWITCH - WALNUT	\$ 30,000.00	30,000.00		15,299.00	-	\$ 14,701.00
SF19-476	PC/PHONES/LIC-NEW EMPLOYEES	\$ 9,000.00	9,000.00		-	-	\$ 9,000.00
SF19-477	PROJECT/PDF SOFTWARE-ENG DEPT	\$ 13,000.00	13,000.00		3,115.00	-	\$ 9,885.00
SF19-478	SERVER ROOMS - WALNUT/MARCONI	\$ 42,000.00	42,000.00		15,566.00	-	\$ 26,434.00
SF19-482	UPDATING ASSETS MANAGEMENT PLANS	\$ -	-	55,382.00	57,099.00	220,057.00	\$ (277,156.00)
TOTAL		\$ 950,000.00	\$ 950,000.00	\$ 261,066.00	\$ 576,206.00	\$ 348,076.00	# \$ 25,718.00

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**Sacramento Suburban Water District
Capital Improvement Project Amended Budget
11/30/2019**

Project No.	Project Name	Original Budget	Changes	Amended Budget	Current Month Expenditures	Expenditures Year-To-Date	Committed Year-To-Date	Remaining Balance
SC19-009	WELL REHAB/PUMP ST IMPROVEMENT	\$ 790,000.00	550,000 ^{1,3}	\$1,340,000.00	\$ 21,631.00	\$ 487,738.00	\$848,926.00	\$ 3,336.00
SC19-010	SCADA RTU/COMMUN IMPROVEMENT	\$ 60,000.00	(40,000) ³	20,000.00	-	-	18,517.00	\$ 1,483.00
SC19-012	WELL REPLACEMENTS	\$ 2,800,000.00	(950,000) ³	1,850,000.00	51,282.00	1,292,488.00	544,976.00	\$ 12,536.00
SC19-013	ELECTRICAL IMPROV @WELL SITES	\$ 220,000.00	(220,000) ³	-	-	-	-	\$ -
SC19-018	DISTRIBUTION MAIN REPLACEMENTS	\$ 9,300,000.00	(500,000) ^{1,2,3}	8,800,000.00	663,115.00	8,435,850.80	346,407.00	\$ 17,742.20
SC19-019	DIST MAIN IMPRV/EXT/INTERTIES	\$ 1,400,000.00	(115,000) ^{1,2,3}	1,285,000.00	11,927.00	109,161.00	1,174,548.00	\$ 1,291.00
SC19-020	MCCLELLAN LINE REPL	\$ 80,000.00	(80,000) ³	-	-	-	-	\$ -
SC19-022	WTR RELATED STREET IMPRV	\$ 220,000.00	(83,500) ^{1,3}	136,500.00	-	129,057.00	7,050.00	\$ 393.00
SC19-024	METER RETROFIT PROGRAM	\$ 2,500,000.00	400,000 ^{1,3}	2,900,000.00	399,549.00	2,169,057.00	720,000.00	\$ 10,943.00
SC19-034	RESERVIOR/TANK IMPROVMENT	\$ 685,000.00	(490,000) ^{2,3}	195,000.00	7,898.00	88,355.00	102,889.00	\$ 3,756.00
SC19-035	CORROSION CONTROL-TRAN MAINS	\$ 50,000.00	(26,500) ³	23,500.00	-	-	23,500.00	\$ -
SC19-038	LARGE WTR METER >3" REPL	\$ 100,000.00	7,000 ³	107,000.00	30,353.00	84,223.00	22,600.00	\$ 177.00
SC19-046	TANK INSPECTION & REPAIRS	\$ 50,000.00	48,000 ³	98,000.00	-	92,122.00	5,400.00	\$ 478.00
SC19-048	RIGHT OF WAY/EASEMENT ACQUISIT	\$ 5,000.00		5,000.00	-	-	-	\$ 5,000.00
SF19-480	AMI REPLACEMENTS	-	1,500,000 ³	1,500,000.00	86,337.00	1,324,343.00	-	\$ 175,657.00
		\$ 18,260,000.00	-	\$ 18,260,000.00	\$ 1,272,092.00	\$ 14,212,394.80	\$3,814,813.00	\$ 232,792.20

**Sacramento Suburban Water District
Debt
11/30/2019**

Principal Current Month

	Series 2009A COP	Series 2012A	Series 2018A	Total
Beginning Balance	\$ 42,000,000	\$ 15,385,000	\$ 17,295,000	\$ 74,680,000
Additions:				-
Reductions: Payment	-	(2,160,000)	(2,465,000)	(4,625,000)
Ending Balance	<u>\$ 42,000,000</u>	<u>\$ 13,225,000</u>	<u>\$ 14,830,000</u>	<u>\$ 70,055,000</u>

Principal Year-To-Date

	Series 2009A COP	Series 2012A	Series 2018A	Total
Beginning Balance	\$ 42,000,000	\$ 15,385,000	\$ 17,295,000	\$ 74,680,000
Additions:				-
Reductions: Payment	-	(2,160,000)	(2,465,000)	(4,625,000)
Ending Balance	<u>\$ 42,000,000</u>	<u>\$ 13,225,000</u>	<u>\$ 14,830,000</u>	<u>\$ 70,055,000</u>

Interest Expense

	Current Month Actual	Year-To-Date Actual	Budget	Variance
Interest Expense	<u>\$ 195,417</u>	<u>\$ 2,035,009</u>	<u>\$ 2,612,500</u>	<u>\$ 577,491</u>

**Investments Outstanding and Activity
November 2019**



Managed Account Detail of Securities Held

For the Month Ending **November 30, 2019**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 02/28/2014 2.000% 02/28/2021	912828B90	75,000.00	AA+	Aaa	07/06/16	07/08/16	78,667.97	0.92	379.12	75,999.85	75,272.48
US TREASURY NOTES DTD 05/02/2016 1.375% 04/30/2021	912828O78	175,000.00	AA+	Aaa	01/03/17	01/05/17	171,527.34	1.86	204.93	173,832.13	174,268.50
US TREASURY NOTES DTD 06/02/2014 2.000% 05/31/2021	912828WN6	300,000.00	AA+	Aaa	09/01/16	09/02/16	310,781.25	1.22	16.39	303,471.30	301,394.40
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	375,000.00	AA+	Aaa	07/06/17	07/11/17	377,270.51	1.85	1,895.60	375,980.86	377,182.50
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	250,000.00	AA+	Aaa	08/01/17	08/03/17	245,205.08	1.72	266.14	247,793.42	248,115.25
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	475,000.00	AA+	Aaa	10/05/17	10/10/17	463,997.07	1.85	505.67	469,706.21	471,418.98
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	1,200,000.00	AA+	Aaa	08/30/17	08/31/17	1,181,062.50	1.64	1,277.47	1,191,139.22	1,190,953.20
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	135,000.00	AA+	Aaa	01/03/18	01/04/18	133,286.13	2.18	215.57	134,023.33	135,817.43
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	950,000.00	AA+	Aaa	05/03/18	05/07/18	919,644.53	2.73	1,517.00	931,202.53	955,752.25
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	1,050,000.00	AA+	Aaa	07/03/18	07/06/18	1,018,992.19	2.69	1,676.68	1,030,034.82	1,056,357.75
US TREASURY NOTES DTD 08/15/2012 1.625% 08/15/2022	912828TJ9	500,000.00	AA+	Aaa	09/05/18	09/07/18	479,023.44	2.76	2,384.51	485,346.51	500,293.00
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	200,000.00	AA+	Aaa	11/02/18	11/06/18	193,179.69	3.00	1,778.53	194,858.49	203,132.80
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	800,000.00	AA+	Aaa	12/12/18	12/13/18	780,187.50	2.78	7,114.13	784,728.38	812,531.20
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	1,375,000.00	AA+	Aaa	01/30/19	01/31/19	1,353,193.36	2.55	12,227.41	1,357,666.26	1,396,538.00



Managed Account Detail of Securities Held

For the Month Ending **November 30, 2019**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	1,800,000.00	AA+	Aaa	01/07/19	01/10/19	1,774,054.69	2.51	16,006.79	1,779,659.41	1,828,195.20
US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	400,000.00	AA+	Aaa	04/01/19	04/05/19	389,109.38	2.32	17.76	390,765.67	400,203.20
US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	575,000.00	AA+	Aaa	03/04/19	03/06/19	554,133.79	2.53	25.53	557,621.62	575,292.10
US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	700,000.00	AA+	Aaa	06/03/19	06/07/19	694,503.91	1.83	31.08	695,151.37	700,355.60
US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	725,000.00	AA+	Aaa	05/01/19	05/03/19	707,554.69	2.25	32.19	709,943.02	725,368.30
US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	650,000.00	AA+	Aaa	07/01/19	07/03/19	645,708.98	1.78	899.55	646,108.00	650,304.85
US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	2,050,000.00	AA+	Aaa	10/02/19	10/04/19	2,061,771.48	1.48	2,837.05	2,061,333.10	2,050,961.45
US TREASURY N/B NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	1,150,000.00	AA+	Aaa	11/01/19	11/06/19	1,173,269.53	1.55	9,625.00	1,172,945.28	1,168,418.40
Security Type Sub-Total		15,910,000.00					15,706,125.01	2.13	60,934.10	15,769,310.78	15,998,126.84
Supra-National Agency Bond / Note											
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 09/19/2017 1.561% 09/12/2020	45905UP32	900,000.00	AAA	Aaa	09/12/17	09/19/17	897,840.00	1.64	3,082.98	899,424.19	899,463.60
INTER-AMERICAN DEVELOPMENT BANK DTD 11/08/2013 2.125% 11/09/2020	4581X0CD8	700,000.00	AAA	Aaa	10/02/17	10/10/17	706,488.37	1.81	909.03	702,016.79	702,657.20
INTER-AMERICAN DEVELOPMENT BANK NOTE DTD 04/19/2018 2.625% 04/19/2021	4581X0DB1	225,000.00	AAA	Aaa	04/12/18	04/19/18	224,505.00	2.70	689.06	224,766.89	227,561.63



Managed Account Detail of Securities Held

For the Month Ending November 30, 2019

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Supra-National Agency Bond / Note											
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 07/25/2018 2.750% 07/23/2021	459058GH0	750,000.00	AAA	Aaa	07/18/18	07/25/18	748,245.00	2.83	7,333.33	749,017.93	762,849.75
Security Type Sub-Total		2,575,000.00					2,577,078.37	2.13	12,014.40	2,575,225.80	2,592,532.18
Municipal Bond / Note											
CHAFFEY UHSD, CA TXBL GO BONDS DTD 12/05/2019 2.101% 08/01/2024	157411TK5	100,000.00	AA-	Aa1	11/06/19	12/05/19	100,000.00	2.10	0.00	100,000.00	99,995.00
Security Type Sub-Total		100,000.00					100,000.00	2.10	0.00	100,000.00	99,995.00
Federal Agency Collateralized Mortgage Obligation											
FNMA 2018-MS A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	166,772.84	AA+	Aaa	04/11/18	04/30/18	170,090.14	2.27	494.76	168,483.91	169,655.81
FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/25/2022	3137BM6P6	200,000.00	AA+	Aaa	04/04/18	04/09/18	201,703.13	2.61	515.00	200,949.85	204,417.02
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	130,222.19	AA+	Aaa	12/07/18	12/17/18	130,221.79	3.11	347.58	130,221.80	133,224.76
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/25/2024	3137FO3V3	150,000.00	AA+	Aaa	11/20/19	11/26/19	149,996.40	2.03	261.50	149,999.00	149,762.37
Security Type Sub-Total		646,995.03					652,011.46	2.49	1,618.84	649,654.56	657,059.96
Federal Agency Bond / Note											
FHLB GLOBAL NOTE DTD 07/14/2016 1.125% 07/14/2021	3130A8OS5	975,000.00	AA+	Aaa	07/14/16	07/15/16	969,071.03	1.25	4,174.22	973,038.37	967,557.83
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	130,000.00	AA+	Aaa	08/17/16	08/19/16	129,555.27	1.32	469.44	129,844.36	129,194.91
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	420,000.00	AA+	Aaa	08/17/16	08/19/16	418,299.00	1.33	1,516.67	419,404.57	417,398.94



Managed Account Detail of Securities Held

For the Month Ending **November 30, 2019**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Security Type Sub-Total		1,525,000.00					1,516,925.30	1.28	6,160.33	1,522,287.30	1,514,151.68
Corporate Note											
CITIGROUP INC (CALLABLE) CORP NOTE DTD 01/10/2017 2.450% 01/10/2020	172967LF6	400,000.00	BBB+	A3	01/04/17	01/10/17	399,840.00	2.46	3,838.33	399,994.04	400,033.20
WELLS FARGO & CO CORP BONDS DTD 02/02/2015 2.150% 01/30/2020	94974BGF1	400,000.00	A-	A2	02/02/15	02/05/15	402,796.00	2.00	2,890.56	400,096.07	400,094.00
AMERICAN EXPRESS CREDIT (CALLABLE) NOTE DTD 03/03/2017 2.200% 03/03/2020	0258M0EE5	215,000.00	A-	A2	02/28/17	03/03/17	214,776.40	2.24	1,156.22	214,980.42	215,075.47
TOYOTA MOTOR CORP NOTES DTD 03/12/2015 2.150% 03/12/2020	89236TCF0	250,000.00	AA-	Aa3	03/23/15	03/27/15	252,220.00	1.96	1,179.51	250,131.21	250,182.00
TOYOTA MOTOR CREDIT CORP NOTE DTD 04/17/2017 1.950% 04/17/2020	89236TDU6	275,000.00	AA-	Aa3	04/11/17	04/17/17	274,873.50	1.97	655.42	274,983.68	275,066.83
HOME DEPOT INC CORP NOTES DTD 06/05/2017 1.800% 06/05/2020	437076BO4	175,000.00	A	A2	05/24/17	06/05/17	174,898.50	1.82	1,540.00	174,982.32	174,870.85
WELLS FARGO & COMPANY NOTES DTD 07/22/2015 2.600% 07/22/2020	94974BGM6	375,000.00	A-	A2	09/01/15	09/04/15	377,103.75	2.48	3,493.75	375,291.54	376,537.50
CATERPILLAR FINL SERVICE NOTE DTD 09/07/2017 1.850% 09/04/2021	14913O2A6	275,000.00	A	A3	09/05/17	09/07/17	274,769.00	1.88	1,229.48	274,940.21	274,833.35
APPLE INC CORP NOTES DTD 11/13/2017 2.000% 11/13/2020	037833DJ6	400,000.00	AA+	Aa1	11/06/17	11/13/17	399,664.00	2.03	400.00	399,891.42	400,845.20
WAL-MART STORES INC CORP NOTE DTD 10/20/2017 1.900% 12/15/2020	931142EA7	375,000.00	AA	Aa2	10/11/17	10/20/17	374,456.25	1.95	3,285.42	374,815.95	375,483.75
US BANCORP CORP NOTES (CALLABLE) DTD 01/29/2016 2.350% 01/29/2021	91159HHL7	350,000.00	A+	A1	12/11/17	12/13/17	350,983.50	2.26	2,787.36	350,359.30	351,776.95
IBM CORP CORP NOTES DTD 02/06/2018 2.650% 02/05/2021	44932HAG8	400,000.00	A	A2	02/01/18	02/06/18	399,804.00	2.67	3,415.56	399,921.09	403,337.60
JOHN DEERE CAPITAL CORP NOTES DTD 03/13/2018 2.875% 03/12/2021	24422EUD9	375,000.00	A	A2	03/08/18	03/13/18	374,745.00	2.90	2,365.89	374,888.34	379,589.63



Managed Account Detail of Securities Held

For the Month Ending November 30, 2019

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
NATIONAL RURAL UTIL COOP NOTE DTD 02/26/2018 2.900% 03/15/2021	63743HER9	150,000.00	A	A2	02/21/18	02/26/18	149,833.50	2.94	918.33	149,927.29	151,704.60
NATIONAL RURAL UTIL COOP NOTE DTD 02/26/2018 2.900% 03/15/2021	63743HER9	225,000.00	A	A2	04/12/18	04/19/18	224,048.25	3.05	1,377.50	224,569.48	227,556.90
PEPSICO INC CORP (CALLABLE) NOTE DTD 10/10/2017 2.000% 04/15/2021	713448DX3	225,000.00	A+	A1	10/05/17	10/10/17	224,955.00	2.01	575.00	224,981.93	225,529.20
BANK OF NEW YORK MELLON CORP (CALLABLE) DTD 02/19/2016 2.500% 04/15/2021	06406FAA1	375,000.00	A	A1	05/16/16	05/19/16	383,617.50	2.00	1,197.92	377,387.24	377,817.38
BANK OF AMERICA CORP NOTE DTD 04/19/2016 2.625% 04/19/2021	06051GFW4	35,000.00	A-	A2	11/01/17	11/03/17	35,271.60	2.39	107.19	35,111.28	35,317.35
AMERICAN EXPRESS CREDIT (CALLABLE) NOTES DTD 05/05/2016 2.250% 05/05/2021	0258M0EB1	225,000.00	A-	A2	05/25/16	05/31/16	224,478.00	2.30	365.63	224,843.23	226,061.55
HERSHEY COMPANY CORP NOTES DTD 05/10/2018 3.100% 05/15/2021	427866BA5	150,000.00	A	A1	05/03/18	05/10/18	149,896.50	3.12	206.67	149,948.58	152,545.65
STATE STREET CORP NOTES DTD 05/19/2016 1.950% 05/19/2021	857477AV5	110,000.00	A	A1	05/19/16	05/24/16	109,532.50	2.04	71.50	109,857.60	110,143.11
CHARLES SCHWAB CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	250,000.00	A	A2	05/17/18	05/22/18	249,992.50	3.25	225.69	249,996.14	254,483.25
BANK OF AMERICA CORP (CALLABLE) DTD 09/18/2017 2.328% 10/01/2021	06051GGS2	240,000.00	A-	A2	09/13/17	09/18/17	240,000.00	2.33	931.20	240,000.00	240,529.20
PACCAR FINANCIAL CORP NOTE DTD 03/01/2019 2.850% 03/01/2022	69371RP75	150,000.00	A+	A1	02/22/19	03/01/19	149,868.00	2.88	1,068.75	149,899.98	153,145.65
BANK OF AMERICA CORP NOTES DTD 05/17/2018 3.499% 05/17/2022	06051GHH5	90,000.00	A-	A2	05/14/18	05/17/18	90,000.00	3.50	122.47	90,000.00	91,884.06
JPMORGAN CHASE & CO BONDS DTD 03/22/2019 3.207% 04/01/2023	46647PBB1	675,000.00	A-	A2	03/15/19	03/22/19	675,000.00	3.21	3,607.88	675,000.00	690,207.08



Managed Account Detail of Securities Held

For the Month Ending **November 30, 2019**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
PNC BANK NA CORP NOTES DTD 01/23/2019 3.500% 01/23/2024	693475AV7	380,000.00	A-	A3	02/12/19	02/15/19	382,705.60	3.34	4,728.89	382,304.29	400,111.88
MORGAN STANLEY CORP NOTES DTD 04/28/2014 3.875% 04/29/2024	61746BD06	375,000.00	BBB+	A3	07/19/19	07/23/19	396,483.75	2.59	1,291.67	394,979.36	398,444.63
AMERICAN HONDA FINANCE CORP NOTE DTD 06/27/2019 2.400% 06/27/2024	02665WCZ2	375,000.00	A	A2	07/11/19	07/15/19	373,140.00	2.51	3,850.00	373,276.06	378,595.50
GOLDMAN SACHS GROUP INC BONDS DTD 07/08/2014 3.850% 07/08/2024	38141EC23	375,000.00	BBB+	A3	07/08/19	07/11/19	392,467.50	2.84	5,734.90	391,192.02	396,928.13
BB&T CORPORATION CORP BONDS DTD 07/29/2019 2.500% 08/01/2024	05531FBH5	400,000.00	A-	A2	08/01/19	08/05/19	400,664.00	2.46	3,388.89	400,624.23	403,636.80
WALT DISNEY COMPANY/THE DTD 09/06/2019 1.750% 08/30/2024	254687FK7	400,000.00	A	A2	09/03/19	09/06/19	398,368.00	1.84	1,652.78	398,441.96	396,144.00
Security Type Sub-Total		9,470,000.00					9,521,252.10	2.48	59,660.36	9,507,616.26	9,588,512.25
Commercial Paper											
MUFG BANK LTD/NY COMM PAPER DTD 04/18/2019 0.000% 01/13/2020	62479LAD7	800,000.00	A-1	P-1	04/18/19	04/18/19	784,280.00	2.67	0.00	797,496.45	798,130.40
MUFG BANK LTD/NY COMM PAPER DTD 05/06/2019 0.000% 01/31/2020	62479LAX3	375,000.00	A-1	P-1	05/07/19	05/07/19	367,714.58	2.65	0.00	373,347.92	373,753.13
Security Type Sub-Total		1,175,000.00					1,151,994.58	2.67	0.00	1,170,844.37	1,171,883.53
Certificate of Deposit											
CREDIT SUISSE NEW YORK CERT DEPOS DTD 02/08/2018 2.670% 02/07/2020	22549LFR1	375,000.00	A-1	P-1	02/07/18	02/08/18	375,000.00	2.67	18,161.56	375,000.00	375,742.13
UBS AG STAMFORD CT LT CD DTD 03/06/2018 2.900% 03/02/2020	90275DHG8	400,000.00	A-1	P-1	03/02/18	03/06/18	400,000.00	2.93	2,867.78	400,000.00	401,273.60
BANK OF NOVA SCOTIA HOUSTON CD DTD 06/07/2018 3.080% 06/05/2020	06417GU22	375,000.00	A-1	P-1	06/05/18	06/07/18	374,857.50	3.10	5,646.67	374,962.53	377,830.88



Managed Account Detail of Securities Held

For the Month Ending November 30, 2019

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Certificate of Deposit											
WESTPAC BANKING CORP NY CD DTD 08/07/2017 2.050% 08/03/2020	96121T4A3	625,000.00	A-1+	P-1	08/03/17	08/07/17	625,000.00	2.05	4,057.29	625,000.00	626,954.38
BANK OF MONTREAL CHICAGO CERT DEPOS DTD 08/03/2018 3.190% 08/03/2020	06370REU9	670,000.00	A-1	P-1	08/01/18	08/03/18	670,000.00	3.23	7,005.59	670,000.00	675,552.96
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 10/18/2018 3.390% 10/16/2020	86565BPC9	380,000.00	A-1	P-1	10/16/18	10/18/18	379,483.20	3.46	1,646.03	379,898.62	386,019.20
SWEDBANK (NEW YORK) CERT DEPOS DTD 11/17/2017 2.270% 11/16/2020	87019U6D6	700,000.00	A-1+	P-1	11/16/17	11/17/17	700,000.00	2.30	573.81	700,000.00	702,609.60
ROYAL BANK OF CANADA NY CD DTD 06/08/2018 3.240% 06/07/2021	78012UEE1	650,000.00	AA-	Aa2	06/07/18	06/08/18	650,000.00	3.24	10,179.00	650,000.00	665,642.25
MUFG BANK LTD/NY CERT DEPOS DTD 02/28/2019 2.980% 02/25/2022	55379WZU3	375,000.00	A	A1	02/27/19	02/28/19	375,000.00	3.01	8,567.50	375,000.00	385,331.25
NORDEA BANK ABP NEW YORK CERT DEPOS DTD 08/29/2019 1.850% 08/26/2022	65558TLL7	400,000.00	AA-	Aa3	08/27/19	08/29/19	400,000.00	1.87	1,932.22	400,000.00	400,677.20
SKANDINAV ENSKILDA BANK LT CD DTD 09/03/2019 1.860% 08/26/2022	83050PDR7	400,000.00	A+	Aa2	08/29/19	09/03/19	400,000.00	1.88	1,839.33	400,000.00	400,785.60
Security Type Sub-Total		5,350,000.00					5,349,340.70	2.70	62,476.78	5,349,861.15	5,398,419.05
Asset-Backed Security											
HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	30,161.94	AAA	Aaa	09/14/16	09/21/16	30,157.88	1.30	17.29	30,160.94	30,134.48
ALLY ABS 2017-1 A3 DTD 01/31/2017 1.700% 06/15/2021	02007PAC7	30,486.10	NR	Aaa	01/24/17	01/31/17	30,483.44	1.70	23.03	30,485.26	30,463.89
FORD ABS 2017-A A3 DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	127,186.16	NR	Aaa	01/18/17	01/25/17	127,185.69	1.67	94.40	127,186.03	127,080.63
ALLY ABS 2017-2 A3 DTD 03/29/2017 1.780% 08/15/2021	02007HAC5	141,113.91	NR	Aaa	03/21/17	03/29/17	141,097.27	1.79	111.64	141,107.99	141,046.39
TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	325,000.00	AAA	Aaa	05/09/18	05/16/18	324,995.16	2.96	427.56	324,996.84	328,386.99



Managed Account Detail of Securities Held

For the Month Ending **November 30, 2019**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	325,000.00	AAA	Aaa	11/20/18	11/28/18	324,951.41	3.17	456.44	324,962.75	330,995.67
ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	400,000.00	AAA	Aaa	06/19/18	06/27/18	399,972.64	3.09	533.33	399,981.02	403,247.32
CCCIT 2018-A1 A1 DTD 01/31/2018 2.490% 01/20/2023	17305EGK5	750,000.00	NR	Aaa	01/25/18	01/31/18	749,896.20	2.54	6,795.63	749,932.33	755,410.80
NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	350,000.00	AAA	Aaa	12/04/18	12/12/18	349,932.94	3.53	500.89	349,947.00	356,706.42
COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	800,000.00	AAA	NR	08/28/19	09/05/19	799,798.56	1.73	611.56	799,809.18	797,268.80
Security Type Sub-Total		3,278,948.11					3,278,471.19	2.54	9,571.77	3,278,569.34	3,300,741.39
Managed Account Sub-Total		40,030,943.14					39,853,198.71	2.31	212,436.58	39,923,369.56	40,321,421.88
Securities Sub-Total		\$40,030,943.14					\$39,853,198.71	2.31%	\$212,436.58	\$39,923,369.56	\$40,321,421.88
Accrued Interest											\$212,436.58
Total Investments											\$40,533,858.46

Bolded items are forward settling trades.

**Investment Activity
November 2019**



Managed Account Security Transactions & Interest

For the Month Ending **November 30, 2019**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
BUY											
	11/01/19	11/06/19	US TREASURY N/B NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	1,150,000.00	(1,173,269.53)	(8,062.50)	(1,181,332.03)			
	11/06/19	12/05/19	CHAFFEY UHSD, CA TXBL GO BONDS DTD 12/05/2019 2.101% 08/01/2024	157411TK5	100,000.00	(100,000.00)	0.00	(100,000.00)			
	11/20/19	11/26/19	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/25/2024	3137FO3V3	150,000.00	(149,996.40)	(217.92)	(150,214.32)			

Transaction Type Sub-Total **1,400,000.00 (1,423,265.93) (8,280.42) (1,431,546.35)**

INTEREST											
	11/01/19	11/01/19	MONEY MARKET FUND	MONEY0002	0.00	0.00	125.50	125.50			
	11/01/19	11/25/19	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	130,431.89	0.00	348.14	348.14			
	11/01/19	11/25/19	FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	170,480.26	0.00	515.18	515.18			
	11/01/19	11/25/19	FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/25/2022	3137BM6P6	200,000.00	0.00	515.00	515.00			
	11/05/19	11/05/19	AMERICAN EXPRESS CREDIT (CALLABLE) NOTES DTD 05/05/2016 2.250% 05/05/2021	0258M0EB1	225,000.00	0.00	2,531.25	2,531.25			
	11/09/19	11/09/19	INTER-AMERICAN DEVELOPMENT BANK DTD 11/08/2013 2.125% 11/09/2020	4581X0CD8	700,000.00	0.00	7,437.50	7,437.50			
	11/13/19	11/13/19	APPLE INC CORP NOTES DTD 11/13/2017 2.000% 11/13/2020	037833DJ6	400,000.00	0.00	4,000.00	4,000.00			
	11/15/19	11/15/19	ALLY ABS 2017-2 A3 DTD 03/29/2017 1.780% 08/15/2021	02007HAC5	164,622.60	0.00	244.19	244.19			
	11/15/19	11/15/19	ALLY ABS 2017-1 A3 DTD 01/31/2017 1.700% 06/15/2021	02007PAC7	36,790.06	0.00	52.12	52.12			
	11/15/19	11/15/19	COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	800,000.00	0.00	1,146.67	1,146.67			
	11/15/19	11/15/19	FORD ABS 2017-A A3 DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	152,317.59	0.00	211.98	211.98			



Managed Account Security Transactions & Interest

For the Month Ending **November 30, 2019**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
INTEREST										
11/15/19	11/15/19	HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	39,843.44	0.00	42.83	42.83			
11/15/19	11/15/19	HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	325,000.00	0.00	855.83	855.83			
11/15/19	11/15/19	TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	325,000.00	0.00	801.67	801.67			
11/15/19	11/15/19	ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	400,000.00	0.00	1,000.00	1,000.00			
11/15/19	11/15/19	NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	350,000.00	0.00	939.17	939.17			
11/15/19	11/15/19	HERSHEY COMPANY CORP NOTES DTD 05/10/2018 3.100% 05/15/2021	427866BA5	150,000.00	0.00	2,325.00	2,325.00			
11/17/19	11/17/19	BANK OF AMERICA CORP NOTES DTD 05/17/2018 3.499% 05/17/2022	06051GHH5	90,000.00	0.00	1,574.55	1,574.55			
11/18/19	11/18/19	SWEDBANK (NEW YORK) CERT DEPOS DTD 11/17/2017 2.270% 11/16/2020	87019U6D6	700,000.00	0.00	8,209.83	8,209.83			
11/19/19	11/19/19	STATE STREET CORP NOTES DTD 05/19/2016 1.950% 05/19/2021	857477AV5	110,000.00	0.00	1,072.50	1,072.50			
11/21/19	11/21/19	CHARLES SCHWAB CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	250,000.00	0.00	4,062.50	4,062.50			
11/30/19	11/30/19	US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	400,000.00	0.00	3,250.00	3,250.00			
11/30/19	11/30/19	US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	725,000.00	0.00	5,890.63	5,890.63			
11/30/19	11/30/19	US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	575,000.00	0.00	4,671.88	4,671.88			
11/30/19	11/30/19	US TREASURY NOTES DTD 06/02/2014 2.000% 05/31/2021	912828WN6	300,000.00	0.00	3,000.00	3,000.00			
11/30/19	11/30/19	US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	700,000.00	0.00	5,687.50	5,687.50			
Transaction Type Sub-Total				8,419,485.84	0.00	60,511.42	60,511.42			

MATURITY



Managed Account Security Transactions & Interest

For the Month Ending November 30, 2019

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
MATURITY											
	11/04/19	11/04/19	NATIXIS NY BRANCH COMM PAPER DTD 05/08/2019 0.000% 11/04/2019	63873KY43	400,000.00	400,000.00	0.00	400,000.00	5,091.56	0.00	
Transaction Type Sub-Total					400,000.00	400,000.00	0.00	400,000.00	5,091.56	0.00	
PAYDOWNS											
	11/01/19	11/25/19	FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	3,707.42	3,707.42	0.00	3,707.42	(73.74)	0.00	
	11/01/19	11/25/19	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	209.70	209.70	0.00	209.70	0.00	0.00	
	11/15/19	11/15/19	FORD ABS 2017-A A3 DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	25,131.43	25,131.43	0.00	25,131.43	0.09	0.00	
	11/15/19	11/15/19	ALLY ABS 2017-1 A3 DTD 01/31/2017 1.700% 06/15/2021	02007PAC7	6,303.96	6,303.96	0.00	6,303.96	0.55	0.00	
	11/15/19	11/15/19	HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	9,681.50	9,681.50	0.00	9,681.50	1.30	0.00	
	11/15/19	11/15/19	ALLY ABS 2017-2 A3 DTD 03/29/2017 1.780% 08/15/2021	02007HAC5	23,508.69	23,508.69	0.00	23,508.69	2.77	0.00	
Transaction Type Sub-Total					68,542.70	68,542.70	0.00	68,542.70	(69.03)	0.00	
SELL											
	11/01/19	11/06/19	US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	600,000.00	611,015.63	4,469.43	615,485.06	31,476.57	26,763.24	FIFO
	11/20/19	11/26/19	US TREASURY NOTES DTD 05/31/2016 1.375% 05/31/2021	912828R77	100,000.00	99,625.00	672.47	100,297.47	2,222.66	583.20	FIFO
Transaction Type Sub-Total					700,000.00	710,640.63	5,141.90	715,782.53	33,699.23	27,346.44	
Managed Account Sub-Total						(244,082.60)	57,372.90	(186,709.70)	38,721.76	27,346.44	
Total Security Transactions						(\$244,082.60)	\$57,372.90	(\$186,709.70)	\$38,721.76	\$27,346.44	

Bolded items are forward settling trades.

**Cash Expenditures
November 2019**

AP Warrant List from 11/1/2019 to 11/30/2019

Group	Vendor Name	Amount	Description
INSURANCE	AMERITAS (VISION) - Invoices:1	\$4,146.72	Employee Benefit - Vision Insurance
	CIGNA GROUP INS LIFE/LTD - Invoices:2	\$9,074.90	Employee Benefit - LTD Insurance
	PAYROLL - 2	\$475,600.23	Payroll
	PERS HEALTH - Invoices:2	\$102,679.80	Employee Benefit - Health Insurance
	PERS CERBT OPEBB WIRES - Invoices:1	\$312,480.00	Employer's FICA/Medicare Expense
	PERS PENSION - Invoices:8	\$78,362.71	Employee Benefit - PERS Retirement--ER SHARE
CONSTRUCTION	ARMORCAST PRODUCTS COMPANY - Invoices:1	\$8,020.91	Construction In Progress
	BENNETT ENGINEERING SERVICES - Invoices:1	\$9,911.06	Construction In Progress
	BROWN & CALDWELL - Invoices:2	\$36,670.15	Construction In Progress
	CDWG - Invoices:6	\$10,029.90	Construction In Progress
	CITY OF SACRAMENTO/ ENCROACHMENT - Invoices:3	\$2,002.05	Construction In Progress
	COUNTY OF SAC PUBLIC WORKS - Invoices:3	\$6,390.50	Construction In Progress
	DOMENICHELLI & ASSOCIATES - Invoices:3	\$49,014.31	Construction In Progress
	DOUG VEERKAMP GENERAL ENGR - Invoices:1	\$390,556.93	Construction In Progress
	DOWNTOWN FORD - Invoices:3	\$120,469.71	Construction In Progress
	ERC CONTRACTING - Invoices:1	\$19,625.00	Construction In Progress
	FERGUSON WATERWORKS - Invoices:1	\$1,058.03	Construction In Progress
	FLOWLINE CONTRACTORS INC - Invoices:3	\$389,083.38	Construction In Progress
	FREEWAY TOYOTA - Invoices:2	\$56,103.46	Construction In Progress
	GEOCON CONSULTANTS INC - Invoices:1	\$4,550.00	Construction In Progress
	GM CONSTRUCTION & DEVELOPERS - Invoices:5	\$44,265.37	Construction In Progress
	ICONIX WATERWORKS (US) INC - Invoices:16	\$71,039.42	Construction In Progress
	KLEINFELDER - Invoices:1	\$373.00	Construction In Progress
	LEONARD RICE ENGINEERS INC - Invoices:1	\$18,711.78	Construction In Progress
	LOEWEN PUMP MAINTENANCE - Invoices:3	\$17,575.00	Construction In Progress
	LUHDORFF & SCALMANINI - Invoices:1	\$23,219.75	Construction In Progress
	NATIONAL METER /BADGER - Invoices:5	\$310,142.26	Construction In Progress
	PACE SUPPLY CORP - Invoices:9	\$16,155.14	Construction In Progress
	PLACER WATERWORKS INC - Invoices:1	\$985.91	Construction In Progress
	RIVER CITY PAINTING - Invoices:2	\$7,285.00	Construction In Progress
	S E AHLSTROM INSPECTION - Invoices:1	\$17,550.00	Construction In Progress
	SILICON VALLEY SHELVING AND EQUIP - Invoices:1	\$1,691.07	Construction In Progress
	SMUD NEW SERVICES DIVISION - Invoices:1	\$5,000.00	Construction In Progress
	SYBLON REID - Invoices:1	\$26,600.00	Construction In Progress
	WOOD RODGERS ENGINEERING - Invoices:1	\$2,558.12	Construction In Progress
FINANCIAL	SUMITOMO MITSUI BANKING CORPORATION - Invoices:2	\$95,710.05	2009A COP Interest Expense
	WELLS FARGO SWAP - Invoices:1	\$60,879.57	2009A COP Interest Expense
PROFESSIONAL	ADP, INC - Invoices:1	\$1,461.11	Financial Services
	BARTKIEWICZ KRONICK & SHANAHAN - Invoices:1	\$11,613.89	Legal Services
	BASIC PACIFIC - Invoices:2	\$677.62	OPEB - Retiree Benefits Premium
	WESTAMERICA BANK ANALYSIS FEES - Invoices:1	\$7,322.91	Financial Services
	WESTAMERICA CARD PROCESSING STMT - Invoices:1	\$8,268.61	Financial Services
OPERATING	AIRGAS USA LLC - Invoices:1	\$28.64	Operating Supplies
	ALL PRO BACKFLOW - Invoices:1	\$3,759.00	Backflow Services
	ANITA D ADAMS - Invoices:1	\$150.00	BMP Rebates
	ANSWERNET - Invoices:2	\$675.87	Communication

AT&T - Invoices:1	\$301.00 Communication
AT&T CALNET 3 - Invoices:1	\$43.91 Communication
ATAZZ TECHNICAL SERVICES - Invoices:1	\$2,119.22 Hydrant Permit Refund
ATLAS DISPOSAL - Invoices:1	\$172.51 Building Service Expense - Office & Yard
ATLAS FENCE - Invoices:1	\$250.00 Construction Services
AVILES SIGN AND ELECTRICAL REPAIR - Invoices:1	\$1,418.23 Building Maintenance - Office & Yard
AWWA - Invoices:1	\$6,857.00 2020 Membership Dues
BACKFLOW TECHNOLOGIES - Invoices:1	\$239.36 Construction Services
BACKGROUNDS ONLINE - Invoices:1	\$72.10 Miscellaneous Employee Benefits
BADGER METER INC - Invoices:1	\$802.25 Licenses, Permits & Fees
BADGER TAG & LABEL CORPORATION - Invoices:1	\$725.32 Operating Supplies
BEVERLY L LORENS - Invoices:1	\$150.00 BMP Rebates
BROADRIDGE MAIL LLC - Invoices:21	\$42,131.49 Contract Services
BROWER MECHANICAL - Invoices:1	\$349.00 Building Service Expense - Office & Yard
BRYCE CONSULTING INC - Invoices:1	\$640.00 Miscellaneous Employee Benefits
BUD'S TRI COUNTY TREE SERVICE - Invoices:1	\$1,150.00 Construction Services
BURTON ROB /BURT'S LAWN & GARDEN SERVICE - Invoices:1	\$7,180.00 Contract Services
CALIFORNIA LABORATORY SERVICES - Invoices:1	\$2,958.00 Inspection & Testing
CAPITAL RUBBER CO LTD - Invoices:1	\$121.60 Equipment Maintenance Supplies
CAPITAL SWEEPER SERVICE - Invoices:2	\$1,315.00 Building Service Expense - Office & Yard
CECIL & CECIL ENTERPRISES INC - Invoices:1	\$3,676.25 Consulting Services
CENTRAL VALLEY ENG & ASPHALT - Invoices:1	\$59,580.00 Misc. Repairs
CHARLES CROWDER - Invoices:1	\$150.00 BMP Rebates
CINTAS - Invoices:9	\$4,183.54 Building Maintenance - Office & Yard
CITRUS HEIGHTS WATER DISTRICT - Invoices:1	\$8,714.00 Consulting Services
CITY OF SACRAMENTO DEPT OF UTILITIES - Invoices:1	\$12.77 Utilities
CLEAR VISION WINDOW CLEANING - Invoices:1	\$225.00 Building Service Expense - Office & Yard
COMCAST - Invoices:1	\$45.08 Communication
COMPASSCOM - Invoices:1	\$4,763.00 Licenses, Permits & Fees
CONSOLIDATED COMMUNICATIONS - Invoices:1	\$407.75 Communication
COTTON SHOPPE - Invoices:1	\$55.73 Uniforms
COUGHRAN MECHANICAL SERVICE - Invoices:1	\$1,426.79 Contract Services
COUNTY OF SAC CLERK RECORDER - Invoices:1	\$40.00 Licenses, Permits & Fees
COUNTY OF SAC ENVIRO MGT DEPT - Invoices:11	\$6,611.00 Licenses, Permits & Fees
COUNTY OF SAC UTILITIES - Invoices:4	\$873.87 Utilities
CRAIG STEVEN BAMMEL - Invoices:1	\$150.00 BMP Rebates
CULLIGAN - Invoices:2	\$379.50 Building Maintenance - Office & Yard
Customer Refunds: 109	\$14,150.56 Refund Clearing Account
DAN YORK - Invoices:1	\$173.38 Local Travel Cost
DIRECT TV - Invoices:1	\$9.25 Communication
DOMCO PLUMBING - Invoices:1	\$148.00 Contract Services
DOUMIT COMMUNICATIONS - Invoices:1	\$1,619.56 Hydrant Permit Refund
EDWARD HIDALGO - Invoices:1	\$215.95 Uniforms
ELEVATOR TECHNOLOGY INC - Invoices:2	\$200.00 Building Service Expense - Office & Yard
EMIGH ACE HARDWARE - Invoices:1	\$43.70 Operating Supplies
ETSUKO CLARK - Invoices:1	\$150.00 BMP Rebates
EUROFINS EATON ANALYTICAL - Invoices:2	\$31,440.00 Inspection & Testing
FASTENAL COMPANY - Invoices:3	\$1,745.03 Operating Supplies
FIRST SECURITY SERVICES - Invoices:1	\$674.16 Building Service Expense - Office & Yard
GRAINGER - Invoices:8	\$906.67 Operating Supplies
GRANICUS - Invoices:1	\$787.50 Contract Services
GREG BUNDESEN - Invoices:5	\$1,026.82 Local Travel Cost
H2H PROPERTIES - Invoices:1	\$1,270.00 H&D WALNUT PARKING LOT LEASE

HACH COMPANY - Invoices:1	\$466.17 Operating Supplies
HARROLD FORD - Invoices:7	\$4,030.50 Vehicle Maintenance Services
HECTOR SEGOVIANO - Invoices:1	\$247.80 Uniforms
IN COMMUNICATIONS - Invoices:1	\$6,396.53 Public Relations
IRON MOUNTAIN OFF SITE DATA PROTECTION - Invoices:1	\$453.88 Equipment Maintenance Services
JAIME LUCICH TURNER - Invoices:1	\$150.00 BMP Rebates
JERRY BEAMS - Invoices:1	\$250.00 Uniforms
JOE CROCKETT - Invoices:1	\$218.00 Uniforms
LAUREN ORTEGA - Invoices:1	\$75.00 BMP Rebates
LES SCHWAB TIRE CENTER/MADISON - Invoices:1	\$212.49 Equipment Maintenance Services
LIFEGUARD FIRST AID - Invoices:1	\$79.25 Building Service Expense - Office & Yard
MARGARET TOMENKO - Invoices:1	\$150.00 BMP Rebates
MARK TAYLOR - Invoices:1	\$226.28 Uniforms
MARQUEE FIRE PROTECTION - Invoices:1	\$1,065.00 Building Maintenance - Office & Yard
MICHAEL PHILLIPS LANDSCAPE CORP - Invoices:9	\$5,110.00 Building Service Expense - Office & Yard
NAOMI SCOTT - Invoices:1	\$15.00 Local Travel Cost
NDS SOLUTIONS INC - Invoices:1	\$2,311.38 Public Relations
NINJIO LLC - Invoices:1	\$134.46 Equipment Maintenance Services
NORMAC - Invoices:1	\$137.02 Operating Supplies
NORTHSTAR CONSTRUCTION & ENGR - Invoices:1	\$2,282.90 Hydrant Permit Refund
OFFICE DEPOT INC - Invoices:1	\$248.72 Office Supplies
PEOPLEREADY - Invoices:3	\$2,994.00 Temporary Help
PEST PROS - Invoices:4	\$363.15 Building Service Expense - Office & Yard
PETER EDWARD HERNANDEZ - Invoices:1	\$75.00 BMP Rebates
PMP ENVIRONMENTAL CONSULTING - Invoices:1	\$820.00 Operating Supplies
POLLARD WATER - Invoices:2	\$524.49 Operating Supplies
RAMOS ENVIRONMENTAL - Invoices:1	\$1,810.00 Hazardous Waste Disposal
RAUL PALOMAR - Invoices:1	\$244.62 Uniforms
RAWLES ENGINEERING - Invoices:4	\$31,093.70 Construction Services
RAY MORGAN CO - Invoices:1	\$218.68 Equipment Maintenance Services
REGIONAL GOVERNMENT SERVICES - Invoices:2	\$4,346.50 Consulting Services
REGIONAL WATER AUTHORITY - Invoices:2	\$35,210.00 Consulting Services
RIVER CITY FIRE EQUIP CO INC - Invoices:1	\$278.41 Building Service Expense - Office & Yard
RUE EQUIPMENT INC - Invoices:13	\$2,847.04 Equipment Maintenance Services
SACRAMENTO AREA CREEKS COUNCIL - Invoices:1	\$2,000.00 Public Relations
SACRAMENTO BEE - Invoices:1	\$547.23 Public Relations
SACRAMENTO SUBURBAN WATER DISTRICT - Invoices:1	\$380.82 Required Training
SCOTT BLAKE - Invoices:1	\$215.95 Uniforms
SHAWN CHANEY - Invoices:1	\$150.99 Uniforms
SHRED-IT - Invoices:1	\$74.40 Contract Services
SIERRA SAFETY COMPANY - Invoices:1	\$78.75 Operating Supplies
SIGNS IN 1 DAY - Invoices:1	\$221.86 Vehicle Maintenance Supplies
SONITROL - Invoices:2	\$2,374.57 Building Service Expense - Office & Yard
STEPHEN RICHARD PATTON - Invoices:1	\$75.00 BMP Rebates
SUBURBAN PROPANE - Invoices:1	\$2,286.99 Contract Services
SUTTER MEDICAL FOUNDATION - Invoices:1	\$142.00 Miscellaneous Employee Benefits
THOMAS SAWYER - Invoices:1	\$215.99 Uniforms
TINA LYNN DESIGN - Invoices:2	\$1,859.50 Contract Services
TODD ARTRIP - Invoices:1	\$376.61 Travel Conferences
TOMMY MOULTON - Invoices:1	\$125.00 Other Training
TULLY & YOUNG - Invoices:1	\$6,270.00 Consulting Services
UNDERGROUND SERVICE ALERT - Invoices:1	\$21,039.45 2020 Membership Dues
UNLIMITED COMMUNICATIONS - Invoices:1	\$6,297.00 Misc. Repairs

US BANK CORPORATE PAYMENT SYSTEM - Invoices:1	\$25,336.33 Vehicle Maintenance Supplies
USA BLUEBOOK - Invoices:1	\$195.23 Operating Supplies
VALLEY REDWOOD & YARD SUPPLY - Invoices:1	\$26.31 Misc. Repairs
VERIZON WIRELESS/DALLAS TX - Invoices:1	\$4,979.91 Communication
VIRGINIA W WEI - Invoices:1	\$75.00 BMP Rebates
VOYAGER FLEET SYSTEMS - Invoices:1	\$10,451.05 Operating Supplies
WASTE MANAGEMENT - Invoices:3	\$943.69 Building Service Expense - Office & Yard
WATERWISE CONSULTING, INC. - Invoices:1	\$1,225.00 Consulting Services
WCP SOLUTIONS - Invoices:2	\$879.54 Building Maintenance - Office & Yard
WELLS CONSTRUCTION - Invoices:1	\$1,907.34 Hydrant Permit Refund
WEST YOST & ASSOCIATES - Invoices:1	\$1,056.00 Consulting Services
WILLIAM SADLER - Invoices:1	\$229.45 Uniforms
WOLF CONSULTING - Invoices:1	\$750.00 Consulting Services
CITY OF SACRAMENTO WATER - Invoices:1	\$455.17 Purchased Water-City of Sacramento
PG&E - Invoices:3	\$208.65 Utilities
SAN JUAN WATER DISTRICT - Invoices:2	\$730,964.27 Purchased Water-Surface Water
SIERRA CHEMICAL COMPANY - Invoices:4	\$8,803.74 HFA, Chemical & Delivery
SMUD - Invoices:2	\$84,654.44 Electrical Charges
	<u>\$4,077,338.89</u>

**Credit Card Expenditures
November 2019**

Sacramento Suburban Water District
 US Bank Purchasing Card Program
 CalCard Expenditures
 November 2019

Vendor Name	Description	Amount	Proj/GLAcct
HALFMOON EDUCATION	MANAGING ENGINEERING LIABILITY & RISK SEMINAR- MITCHELL MCCARTHY & DAVID ESPINOZA	\$ 578.00	15-51407
ASSOCIATION OF CA WATER	CUSTOMER SERVICE REPRESENTATIVE RECRUITMENT	\$ 475.00	17-51402
WIENHOFF DRUG TESTING TRAINING CLASS	DESIGNATED EMPLOYEE REPRESENTATIVE TRAINING	\$ 20.00	17-51406
AMAZON	GENERAL OFFICE SUPPLIES - PLASTIC TABLECLOTHS	\$ 32.30	03-52108
AMAZON	GENERAL OFFICE SUPPLIES - ZIPLOCKS	\$ 38.08	03-52108
AWWA.ORG	PROGRAM MANUALS FOR WATER CONSERVATION PROGRAM - GREG BUNDESEN	\$ 193.50	02-52108
SAMS CLUB	10/08/19 OPEN HOUSE TREATS	\$ 86.52	04-53001
FRED PRYOR CAREER TRACK	BUSINESS WRITING FOR RESULTS - GREG BUNDESEN	\$ 149.00	13-51406
SAMSCLUB.COM	BEVERAGE DISPENSERS	\$ 31.23	03-52108
GOVERNMENT FINANCE OFFICE	GAAP UPDATE SEMINAR - LYNN PHAM	\$ 180.00	03-51406
AMAZON	GENERAL OFFICE SUPPLIES - STICKY NOTES - CASSIE CRITTENDEN	\$ 17.70	03-52108
RALEY'S	SPEAKER SERIES REFRESHMENTS	\$ 31.33	04-53001
MARRIOTT	DAN YORK HOTEL FOR AWWA CONFERENCE	\$ 1,198.92	02-55001
HILTON	KATHLEEN MCPHERSON HOTEL ACWA	\$ 266.10	01-55001
RALEY'S	SEXUAL HARASSMENT TRAINING REFRESHMENTS	\$ 12.76	02-51403
NOAH'S BAGELS	SEXUAL HARASSMENT TRAINING REFRESHMENTS	\$ 78.75	02-51403
HILTON	KATHLEEN MCPHERSON RESERVATIONS ADJUSTMENT FOR ACWA	\$ (297.60)	01-55001
CHANDOS TACOS	WATER PROFESSIONALS WEEK APPRECIATION LUNCHEON	\$ 1,500.00	02-51403
RALEY'S	WATER PROFESSIONALS WEEK APPRECIATION LUNCHEON	\$ 44.87	02-51403
GOVERNMENT FINANCE OFFICE	ANNUAL GOVERNMENTAL GAAP UPDATE FOR DAN BILLS	\$ 135.00	03-51406
REGISTER.COM	RENEWING DOMAIN NAME FOR 4 YEARS	\$ 206.00	18-54509
SMARTNET NA	REAL TIME CORRECTION FOR GPS ANNUAL RENEWAL	\$ 7,680.00	18-54509
AMAZON MARKETPLACE	OTTERBOX CASES FOR PHONES	\$ 852.40	18-52101
AMAZON MARKETPLACE	CABLES FOR CONNECTING MONITORS TO DOCKING STATIONS	\$ 33.36	18-52101
MINNEAPOLIS SAW	FRAUDULENT CHARGE	\$ 2,134.06	00-59450
DISCOUNT MUGS	CUPS FOR CHEMICAL VATS (CHLORINE & FLUORIDE)	\$ 91.17	06-52101
ACADEMY X	TRAINING-TODD ARTRIP	\$ 175.00	08-51407
PACK AND SEND	FRAUDULENT CHARGE	\$ 468.64	00-59450
ACADEMY X	TRAINING- SHAWN CHANEY	\$ 175.00	07-51407
HOME DEPOT	WAREHOUSE SUPPLIES	\$ 274.57	05-52101
FRED PRYOR	TRAINING-RAUL PALOMAR	\$ 119.00	08-51407
TARGET	WAREHOUSE SUPPLIES	\$ 75.44	05-52101
ADOBE	FRAUDULENT CHARGE	\$ 155.88	00-59450
AMAZON	WAREHOUSE SUPPLIES	\$ 68.66	05-52101
AMAZON	WAREHOUSE SUPPLIES	\$ 247.72	05-52101

AMERICAN WATER COLLEGE	TRAINING-MARK TAYLOR	\$ 199.99	07-51406
HOME DEPOT	WAREHOUSE SUPPLIES	\$ 56.33	05-52101
HOME DEPOT	DISTRIBUTION SUPPLIES	\$ 16.13	07-52101
HOME DEPOT	WAREHOUSE SUPPLIES	\$ 23.64	05-52101
AMAZON	OFFICE SUPPLIES	\$ 22.60	03-52108
AMAZON	WAREHOUSE SUPPLIES	\$ 222.32	05-52101
AMAZON	OFFICE SUPPLIES	\$ 21.52	03-52108
USPS	SHIPPING CHARGE (PRODUCTION RETURN)	\$ 66.60	05-53003
HOME DEPOT	TREATMENT PLANT MODEL PARTS	\$ 60.45	06-52101
SAFETY CENTER	TRAINING- BRIAN PATTERSON 11/12	\$ 155.00	07-51406
AMAZON	WAREHOUSE CARTS	\$ 175.94	05-52101
ACADEMY X	TRAINING- GEREMY MOODY	\$ 200.00	07-51407
HOME DEPOT	\$134.36= 12-54006 (BLUE DEF) \$77.28=05-52101 (WAREHOUSE SUP)	\$ 211.64	
AMAZON	WAREHOUSE SUPPLIES	\$ 156.16	05-52101
SAFETY CENTER	TRAINING-CHRIS CARTER 10/23	\$ 155.00	07-51406
SAFETY CENTER	TRAINING- TOM SAWYER 10/23	\$ 155.00	07-51406
SAFETY CENTER	TRAINING-TOM SAWYER 11/12	\$ 155.00	07-51406
SAFETY CENTER	TRAINING- BRIAN PATTERSON 10/23	\$ 155.00	07-51406
SAFETY CENTER	TRAINING- CHRIS CARTER 11/12	\$ 155.00	07-51406
SAFETY CENTER	\$300(07-51406) \$600 (07-51407)	\$ 900.00	
OSHA TRAINING	TRAINING- BEN HARRIS	\$ 675.00	05-51406
MITCHS CERT. CLASSES	TRAINING- HECTOR SEGOVIANO	\$ 350.00	08-51407
UNITED WATER PRODUCTS	CHECK VALVE, WELL 24	\$ 456.99	06-52101
HANNA INSTRUMENTS	CREDIT (PHOTOMETER RETURN)	\$ (721.94)	06-52101
ACME CONSTRUCTION	VALVE SUPPORTS	\$ 80.26	06-52101
AMAZON	WAREHOUSE SUPPLIES	\$ 79.36	05-52101
AMAZON	EZ UP- DISTRIBUTION	\$ 183.13	07-52101
SACRAMENTO COUNTY	UNIVERSAL WASTE DISPOSAL	\$ 150.35	12-54010
AUTOPLICITY	VEHICLE WIPER BLADES	\$ 175.34	12-54006
CA AIR RESOURCES BOARD	ARB REGISTRATION - PORTABLE COMPRESSOR #87	\$ 735.00	12-54509
SILENT SOURCE	WOOD FIBER TILES, RANDOM DRILL FOR WATER DAMAGE REPAIR - AUBURN	\$ 250.00	12-54008
BLUE COLLAR SUPPLY	4 BINDERS AND CHAIN FOR TRAILER #108	\$ 386.06	12-54004
AMAZON.COM	12 EACH USB VEHICLE CHARGERS FOR PHONES	\$ 168.00	12-53503
HANLEY'S BLACKMSITH & SPRING	REWORK THE SUSPENSION ON VEHICLE #66	\$ 3,308.49	12-54005
GUITAR CENTER	PORTABLE PA SYSTEM	\$ 305.25	12-52101
		Totals: \$ 27,372.97	

**District Reserve Balances
November 30, 2019**

**Sacramento Suburban Water District
Reserve Fund Balance**

	<u>November 30, 2019</u>	<u>December 31, 2018</u>
Debt Service Reserve	\$ -	\$ -
Facilities Reimbursement	-	-
Emergency/Contingency	11,194,277	11,255,000
Operating	13,611,777	7,390,000
Rate Stabilization	4,656,400	6,244,500
Interest Rate Risk	-	-
Grant	137,500	-
Capital Asset	17,373,028	20,160,655
TOTAL	\$ 46,972,982	\$ 45,050,155

**Cash and Investments
Per District Balance Sheet
(Provided for Reconciliation Purposes)**

	<u>November 30, 2019</u>	<u>December 31, 2018</u>
Cash and Cash Equivalents	\$ 7,595,956	\$ 7,585,118
Water Transfer Fund Receivable ¹	-	872,280
Investments	39,149,538	36,369,025
Interest Receivable	227,487	215,917
Restricted Cash	1	7,814
TOTAL	\$ 46,972,982	\$ 45,050,155

Information Required by Bond Agreement

**Sacramento Suburban Water District
Schedule of Net Revenues**

As Of

	<i>Actual Year-To-Date 11/30/2019</i>	<i>Budget Year-To-Date 11/30/2019</i>
REVENUES		
Water sales charges	\$19,675,674.75	\$19,815,773.00
Capital facilities charge	22,087,673.84	22,192,915.00
Facility development charges	265,400.00	275,000.00
Interest and investment income	924,669.97	854,337.00
Rental & other income	922,718.48	366,663.00
TOTAL REVENUES	43,876,137.04	43,504,688.00
EXPENSES		
Source of supply	3,044,525.51	3,474,181.25
Pumping	3,492,754.50	4,483,666.75
Transmission and distribution	3,683,271.51	3,927,895.73
Water conservation	375,976.62	467,906.34
Customer accounts	1,199,771.55	1,281,299.95
Administrative and general	6,731,984.04	7,654,319.53
TOTAL EXPENSES	18,528,283.73	21,289,269.55
NET REVENUE	25,347,853.31	22,215,418.45

Sacramento Suburban Water District
6 - Months Debt Service Schedule
11/30/2019

Month	Total SSWD Debt Service					Debt Service
	Principal	Interest Adjustable/Fixed/Swap	Facility Fee	Remarketing		
Dec-19	\$ -	\$ 85,624.06	\$ 50,400.00	\$ 13,125.00		\$ 149,149.06
Jan-20	-	85,624.06	-	-		85,624.06
Feb-20	-	85,624.06	-	-		85,624.06
Mar-20	-	85,624.06	50,400.00	13,125.00		149,149.06
April-20	-	616,524.06	-	-		616,524.06
May-20	-	85,624.06	-	-		85,624.06

Month	Series 2012A Fixed Rate Bonds (\$23,440,000.00)					Debt Service
	Principal	Interest - Fixed 4.25%				
Dec-19			\$ -	\$ -		\$ -
Jan-20			-	-		-
Feb-20			-	-		-
Mar-20			-	-		-
April-20		306,613.00	-	-		306,613.00
May-20		-	-	-		-

Month	Series 2009A Adjustable Rate COPs (\$42,000,000.00)					Debt Service
	Principal	Interest, Adjustable 0.81%	Facility Fee 0.480%	Remarketing 0.125%		
Dec-19		\$ 28,350.00	\$ 50,400.00	\$ 13,125.00		\$ 91,875.00
Jan-20		28,350.00	-	-		28,350.00
Feb-20		28,350.00	-	-		28,350.00
Mar-20		28,350.00	50,400.00	13,125.00		91,875.00
April-20		28,350.00	-	-		28,350.00
May-20		28,350.00	-	-		28,350.00

Month	Series 2018A Fixed Rate COPs (\$27,915,000)					Debt Service
	Principal	Interest - Fixed 3.45%				
Dec-19			\$ -	\$ -		\$ -
Jan-20			-	-		-
Feb-20			-	-		-
Mar-20			-	-		-
April-20		224,287.00	-	-		224,287.00
May-20		-	-	-		-

Month	2012 SWAP Interest, Net (\$33,000,000.00)					Debt Service
	Principal	Interest, Swap Net (3.283-1.03907-.18)%				
Dec-19	\$ -	\$ 57,274.06	-	-		\$ 57,274.06
Jan-20	\$ -	57,274.06	-	-		57,274.06
Feb-20	\$ -	57,274.06	-	-		57,274.06
Mar-20	\$ -	57,274.06	-	-		57,274.06
April-20	\$ -	57,274.06	-	-		57,274.06
May-20	\$ -	57,274.06	-	-		57,274.06

Financial Markets Report November 30, 2019

Summary of District's Debt Portfolio:

Debt	Original Par	Outstanding	Issuance	Credit Enhancement	Final Maturity
2009A	\$ 42,000,000	\$ 42,000,000	Adjustable Rate Revenue COP's	Sumitomo Bank*	11/1/2034
2012A	\$ 29,200,000	\$ 13,225,000	Fixed Rate Revenue Bond		11/1/2027
2018A	\$ 19,615,000	\$ 14,830,000	Fixed Rate Revenue Bond		11/1/2028
	<u>\$ 90,105,000</u>	<u>\$ 70,055,000</u>			

* Credit enhancement expires 6/30/2023

Current Status of District's Variable-Rate Debt Portfolio:

Debt	Outstanding	Credit Enhancement	Bank Owned	Sold in Market	Market Rate
2009A	\$42,000,000	Sumitomo Bank LOC	None	\$42,000,000	1.42%
	Notional Amount	Counterparty	FMV	Receive Rate	Fixed Rate
Swap	\$33,300,000	Wells Fargo Bank, N.A.	(\$7,281,146)	1.219%	3.283%

Current Status of District's Investment Portfolio (November 30, 2019):

Fair Market Value	Security Type	Yield
\$ 223,955.93	Money Market	1.29%
3,812,918.13	LAIF	2.10%
1,171,883.53	commercial paper	2.67%
3,300,741.39	Asset-Backed Securities/CMOs	2.54%
5,398,419.05	Certificates of Deposit	2.70%
9,588,512.25	Corporate Notes	2.48%
1,514,151.68	Federal Agency Securities Bonds/Notes	1.28%
657,059.96	Federal Agency Collateralized Mortgage Obligation	2.49%
99,995.00	Municipal Obligations	2.10%
2,592,532.18	Supra-National Agency Bond	2.13%
15,998,126.84	Treasury Bonds/Notes	2.13%
<u>\$ 44,358,295.94</u>		<u>2.29%</u>

Market:

Listed below is the most recent market summary provided by the District's Investment Portfolio Advisor (PFM Asset Management):

Current Bond Markets

- The U.S. Treasury yield curve un-inverted over the month as short rates fell and longer rates rose. At the end of October, the curve was essentially flat from one month (1.54%) to five years (1.52%). The combination of an additional rate cut in October and Fed purchases of Treasury bills to stabilize money markets helped push short-term yields lower over the month. Changes in intermediate term maturities (between one and seven years) were muted, while longer Treasury yields (10 and 30 years) moved higher.
- In the U.S. Treasury market, the six-month and two-year Constant Maturity U.S. Treasury Index returned 0.25% and 0.28%, respectively. Meanwhile, the return on the 10-year was zero and the 30-year index returned -1.04%, for the month, partially reversing the strong year-to-date (YTD) gains.
- While shorter-term Treasuries outperformed their longer duration counterparts for the month, YTD 2019 performance has overwhelmingly favored longer duration strategies.

PFM Outlook

- Following the rate cuts in July, September and October, the Fed has indicated they are on hold for a while. With the likelihood of more stable interest rates, sustained moderate growth in the U.S. and improving growth prospects globally, we believe a neutral duration strategy is still warranted.
- Yield spreads in both the federal agency and supranational sectors remain very tight and these securities offer little relative value compared with Treasuries.
- Investment-grade (IG) credit continues to be additive to portfolio performance. While IG credit returns have been strong through the year, spreads in the sector are now near 12-month tight. We expect to maintain current allocations to the sector, but will be selective and may reduce holdings of issues we view as expensive.
- Conversely, yield spreads on AAA-rated asset backed securities (ABS) have bounced noticeably up from their recent lows. In some instances, ABS spreads are now wider than those on some high-grade corporate bonds. As a result, we view the ABS sector as a strong alternative to corporates and look to increase allocations.
- Issuance of new municipal bond debt remains elevated as entities continue to take advantage of lower yields and capitalize on crossover taxable deals – refinancing old tax-exempt debt with new taxable debt. This provides opportunities to add munis to portfolios.
- Short-term commercial paper and negotiable bank certificates of deposit have also rebounded in value after a summer of narrow spreads. After the latest Fed rate cut, the short-term credit yield curve is now upward sloping, providing opportunities to add value in the three- to 12-month maturity range.

(Source: PFMAM November 2019 Monthly Market Review).

Debt Portfolio:

The District's debt portfolio is evenly divided between fixed-rate debt and variable-rate debt. While the District's exposure to variable market rate increases has been reduced via the interest rate swap, the District is exposed to interest rate risk primarily on the un-hedged portion of its variable-rate COP, representing \$8.7 million. Such risk is managed by the District through adherence to the District's Reserve Policy that addresses the management of interest rate risk through prudent investing of reserves in short-term variable-rate securities in an amount at least equal to the un-hedged debt exposure.

Investment Portfolio:

In this market environment, the investment objective is to position portfolio durations modestly short of benchmarks while emphasizing intermediate maturities and underweighting longer maturities thus shortening the portfolio.



Agenda Item: 13

Date: December 9, 2019

Subject: District Activity Report

Staff Contact: Matt Underwood, Operations Manager

This report describes significant District Activities and milestones over the past month. Included in this report are (1) the Monthly Water Production, (2) the Water Operations Activity Report, (3) District Claims Update Report, (4) Water Quality Report, (5) Customers Service Monthly Activity, and (6) Community Outreach.

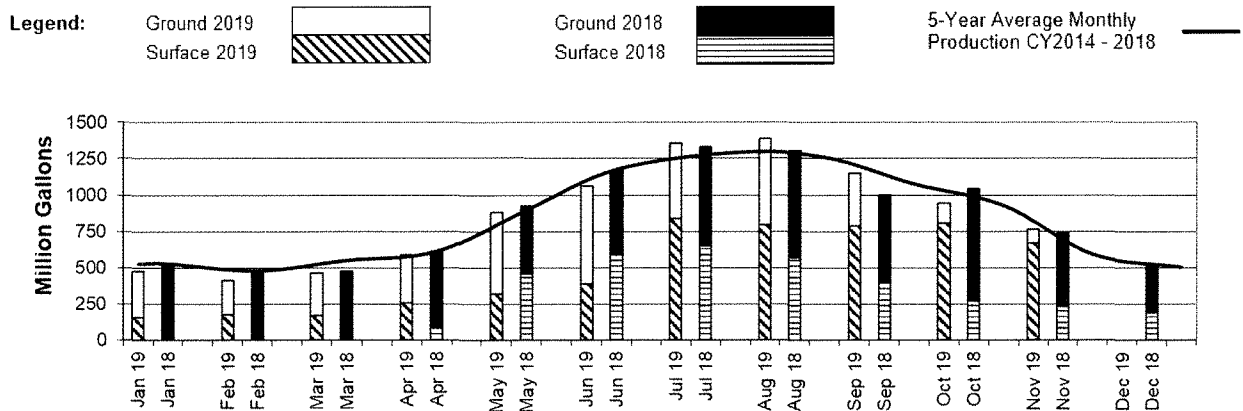
1. Monthly Water Production - Surface Water and Groundwater

Figure 1 shows tabulated data for 2019 and Figure 2 shows total water production graphically for 2018 and 2019.

Figure 1. Monthly Water Production – 2019

Month	North Service Area *			South Service Area **			Total North & South Service Areas (MG)	Average MG/Day
	Surface (MG)***	Ground (MG)	Sub Total (MG)	Surface (MG)	Ground (MG)	Sub Total (MG)		
Jan	158.366	118.459	276.825	0.000	200.316	200.316	477.141	15.392
Feb	175.760	69.922	245.682	0.000	166.040	166.040	411.722	14.704
Mar	170.371	108.115	278.486	0.000	183.788	183.788	462.274	14.912
Apr	255.292	79.591	334.883	0.000	253.755	253.755	588.638	19.621
May	317.319	174.190	491.509	0.000	388.650	388.650	880.159	28.392
Jun	385.637	209.202	594.839	0.000	465.198	465.198	1,060.037	34.195
July	360.015	342.203	702.218	479.681	174.040	653.721	1,355.939	43.740
Aug	313.507	467.511	781.018	480.183	126.389	606.572	1,387.590	44.761
Sep	410.005	233.933	643.938	375.772	133.478	509.250	1,153.188	37.200
Oct	461.397	64.103	525.500	343.935	77.450	421.385	946.885	30.545
Nov	412.852	17.737	430.589	258.870	74.635	333.505	764.094	25.470
Dec								
MG	3,420.521	1,884.966	5,305.487	1938.441	2,243.739	4,182.180	9,487.667	28.406
AF	10,497.194	5,784.748	16,281.942	5,948.857	6,885.782	12,834.639	29,116.581	87.175

Figure 2. Monthly Water Production (2018-2019)



* North Service Area (North Highlands, Antelope, McClellan Park and The Arbors)
 ** South Service Area (Town and Country and Arden-Arcade)
 ***The surface water delivery quantities are reported from SJWD's monthly records. Notes: Reported production values do not include water wheeled/sold to other purveyors. The reporting periods for groundwater production may differ from the calendar month beginning/end dates and will vary year-to-year. The previously reported value of 176.172 MG for the North Service Area surface

2. Water Operations Activity Report

This shows the types and number of activities that are in the Production, Distribution, and Field Services Departments.

	November 2019	Monthly Avg CY 2019	Total CY 2019	Total # in System	Goal CY 2019	% of Goal Completed in CY 2019
--	---------------	---------------------	---------------	-------------------	--------------	--------------------------------

Production Department

Water Quality

Complaints	2	1	14	—	—	—
Taste & Odor Complaints	0	0	1	—	—	—

Distribution Department

Service Orders

Main Leaks	3	4	46	—	—	—
Service Line Leaks	7	6	63	—	—	—

Water Main Shutdown

-- Emergency	3	3	30	—	—	—
-- Scheduled	0	1	12	—	—	—

Preventive Maintenance Program

Fire Hydrants Inspected	82	71	783	6,200	1,240	63.1%
Fire Hydrant Valves Inspected	85	69	761	5,450	1,090	69.8%
Fire Hydrant Valves Exercised	84	63	693	5,450	1,090	63.6%
Mainline Valves Inspected	157	159	1,754	12,435	2,487	70.5%
Mainline Valves Exercised	139	120	1,325	12,435	2,487	53.3%
Blow Off Valves Inspected	15	5	60	1,045	209	28.7%
ARV/CARV Inspected	0	1	9	280	56	16.1%

Field Services Department

Meters

PM - Meters Tested (3 - 10 inch)	0	11	124	455	120	103.3%
PM - Meters Replaced (⁵ / ₈ - 1 inch)	279	68	750	39,050	1,000	75.0%
PM - Meter Re-Builds (1 ¹ / ₂ - 2 inch)	0	22	245	2,453	245	100.0%
Customer Pressure Inquiries	10	12	127	—	—	—

Field Operations Department

After Hours Activity (On-Call Technician)

Calls Received Distribution	38	42	457	—	—	—
Calls Responded Distribution	29	29	316	—	—	—
Calls Received Production	11	15	164	—	—	—
Calls Responded Production	3	6	61	—	—	—

3. District Claims Update Report

This summarizes claims received that are less than \$10,000. The District's Claims Processing Policy requires claims in excess of \$10,000 be brought to the Board for approval or rejection. The General Manager has the authority to approve or reject claims up to \$10,000. The Policy further requires that all claims less than \$10,000 be reported to the Board as an information item.

Claims Status: No claims under investigation or approved by the General Manager in November 2019.

4. Water Quality Report

Nothing to report on water quality for the month of November 2019.

5. Customer Service Monthly Activity Report

Customer Service Activity Report for the month of November 2019.

Total Calls	Calls Abandoned	% of Calls Abandoned	Average Wait on Queue	Max Wait on Queue	Average Talk Time
2,937	68	2.32%	37s	11m, 3s	2m, 51s

6. Community Outreach Report

January Bill Insert

The January bill insert will begin on December 23, 2019, and will continue until January 20, 2020. A sample of the bill insert is shown on next page.

January Bill Insert

00298189



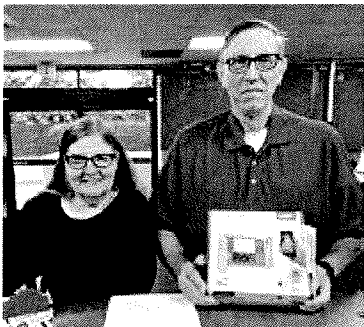
H₂O on the Go

January 2020



Let Mother Nature Do The Watering

Give your sprinklers some time off this winter and let Mother Nature do the watering for you. With winter's shorter and cooler days, your yard should need little or no supplemental watering by your sprinkler system.



If the weather has been dry, check the soil with a moisture meter or screwdriver to see if you do need to water. SSWD has complimentary moisture meters available at the District office.

You can also take an eight-inch screwdriver and use it to check the soil moisture level. If you can push the screwdriver in three inches below the surface without any difficulty you don't need to water.

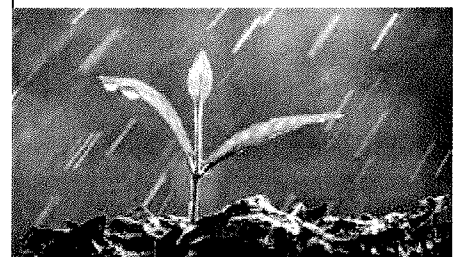
2nd Annual Open House

Nearly one hundred customers attended our 2nd Annual Open House this past October. Attendees connected with the management team, Board members, and hard-working staff. They learned more about each department and the important role they play in keeping the water flowing. Customers also participated in a raffle for a WaterSense-labeled weather-based sprinkler controller. Congratulations to Ron West, winner of the raffle.

2020-2024 Rate Increase

At the October 16, 2019 Special Board meeting, the SSWD Board of Directors approved a rate increase in each of the next five years beginning in January and running through 2024. The rate increase was recommended in a Rate Study conducted by an independent financial consulting firm, which took an in-depth look at current revenues, operation and maintenance costs, capital investment plans, and financial reserves.

You can find complete details about the rate increase at <http://www.sswd.org/rates-charges>



sswd.org

Phone: 916.972.7171

Fax: 916.972.7639

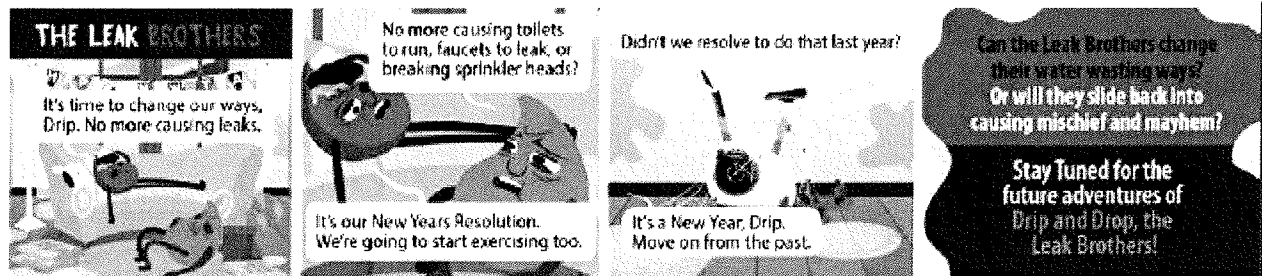
3701 Marconi Avenue, Suite 100

Sacramento, CA 95821-5346

Hours: M-F, 8:00 a.m. to 4:30 p.m.



January Bill Insert



New "Tap Talk" | Exploring SSWD's Generations of Service and Providing a Look Ahead

This year, SSWD is rolling out a new feature in the bill insert—*Tap Talk*—designed to explore SSWD's long history of quality, reliability, and service while also providing insight into SSWD's plans for the future as outlined in its Strategic Plan. SSWD's Strategic Plan details our vision for delivering a high-quality, reliable supply of water and superior customer service at the lowest responsible rate for years to come.

Each month, *Tap Talk* will cover news you can use, provide updates on SSWD activities and various elements of the Strategic Plan. In addition, we will be holding live *Tap Talks* at the District office, beginning in March. The date, time, and topic for the first *Tap Talk Live* will be announced in the February bill insert and on the SSWD web site.

You can learn more about the SSWD Strategic Plan online at: <http://www.sswd.org/about/strategic-plan>

New Year, New Efficiency Standards for Sprinklers | New Water-Saving Standards for Sprinkler Bodies Take Effect

Sprinkler bodies house the nozzles that pop up and water your lawn. The new standards, which take effect this month, require that all new sprinkler spray bodies sold in California come with built-in pressure regulation. The goal is to make sure water delivered through the body and nozzle is delivered at the nozzle's recommended pressure range to reduce wasteful misting and excessive flow.

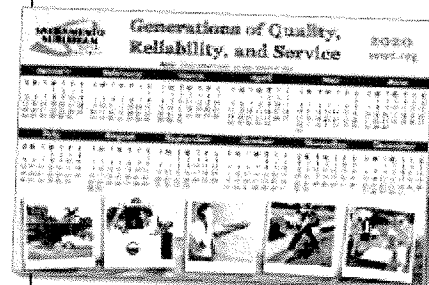


The California Energy Commission devised the standards and they estimate the new standards will help save over 400 million gallons per day statewide within 10 years.

SSWD has rebates available to help with irrigation upgrades, including pressure regulating sprinkler bodies, WaterSense-labeled weather-based sprinkler timers, and other efficient irrigation upgrades. Complete details are at sswd.org/rebates.

2020 Calendar Magnets Available

Be sure to stop by the District office to pick up your complimentary SSWD calendar magnet. You'll stay up to date on when the office will be open. It's also handy for posting photos or drawings on your fridge.



2020 Water Spots Video Contest

There's still time for your middle or high school student to create a video for the 2020 Water Spots video contest. Students are invited to create a 30-second video on being a leak detective for a chance to win cash prizes and have their entry be shown in local movie theatres. The contest is sponsored by SSWD, the Regional Water Authority, and local water providers. Complete details are at bewatersmart.info/waterspots.





Agenda Item: 14

Date: November 20, 2019

Subject: Engineering Report

Staff Contact: Dana Dean, P.E., Engineering Manager

Summarized below are significant Engineering Department activities. The report is separated into the following sections: a) Major Capital Improvement Program (CIP) Projects; b) Planning Documents; and c) Other.

a. Major Capital Improvement Program (CIP) Projects

The District continues to deliver CIP projects consistent with the Board’s approved funding program.

1) Supply – New Production Wells

The table below shows stages of the current projects. Overall, projects are on-track for completion consistent with planning.

Well	Completion Target	
	Design	Construction
N6A Palm	Complete	Complete
78 Butano / Cottage	Fall 2019	Spring 2021
79 Verner / Panorama ¹	Spring 2020	Fall 2021

¹Funding is being pursued with Regional Water Authority via the *2019 Proposition 1 Integrated Regional Water Management Implementation Grant*.

2) Distribution

Main Replacement Program

The table below shows stages of the current major main replacement projects. Overall, projects are on-track for completion consistent with planning.

Project	Completion Target	
	Design	Construction
Jonas	Complete	Winter 2019
Thor	Winter 2019	Fall 2020

Meter Retrofit Program

The Meter Retrofit Program is on track to be complete by 2022 before the State deadline of January 2025. Projects through 2020 are shown in the table below and are on schedule.

Project	Completion Target	
	Design	Construction
2019 Project – Grant Funded	Complete	Complete
2019 Project	Complete	Fall 2019
2020 Project	Fall 2019	Fall 2020

b. Planning Documents

The District has planning documents (e.g., Asset Management Plans – AMPs, and Master Plans – MPs) for all of its infrastructure categories. Plans are generally updated on a staggered schedule and the update frequencies range from 3 to 7 years. The table below lists the plans scheduled for updates in the near future:

Plan	Completion Target
Distribution Main AMP	Complete
Fleet & Facilities AMP	Q4 2019
Transmission Main AMP	Draft – January 2020 Final – March 2020
Buildings and Structures AMP	Draft – Q1 2020 Final – Q2 2020
Groundwater Wells AMP	Draft – Q4 2019 Final – Q1 2020
SCADA MP	Q3 2020
2020 Urban Water Management Plan ¹	2021
Meter AMP	

¹ Schedule is set by the California Department of Water Resources.

c. Other

Major Activities Related to Existing Active Wells

The table below shows the active wells undergoing work this year.

Well	Activity	Completion Target
N20 Cypress	Condition Assessment & Pump Repair	Fall 2019
59A Bainbridge	Condition Assessment	Fall 2019
N10 Walnut	Condition Assessment & Pump Repair	Spring 2020
N34 Cottage	Condition Assessment & Pump Repair	Spring 2020
69 Hillsdale / Cooper	Condition Assessment & Pump Repair	Spring 2020
N33 Walerga	Condition Assessment	Spring 2020

Safety Upgrades for the Administration Building's Backup Electrical System

This project will provide the District an electrical distribution panel compliant with National Fire Protection Association's Standard 70E (*Standard for Electrical Safety in the Workplace*). The preliminary schedule is to have design completed in early 2020 and construction completed by the end of 2020.

**REGIONAL WATER AUTHORITY
EXECUTIVE COMMITTEE AGENDA**

**December 11, 2019; 8:30 a.m.
5620 Birdcage Street, Suite 110
Citrus Heights, CA 95610
(196)967-7692**

AGENDA

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 967-7692. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

1. **CALL TO ORDER AND ROLL CALL**
2. **PUBLIC COMMENT:** Members of the Public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.
3. **CONSENT CALENDAR**
 - a. Minutes of the October 23, 2019 Executive Committee meeting
Action: Approve Consent Calendar item
 - b. IN Communications Contract Extension
Action: Approve IN Communications Contract extension for both the Water Efficiency and Public Relations Programs through December 31, 2020.
4. **LAND IQ IMAGERY ANALYSIS CONTRACT**
Presentation and Discussion: Amy Talbot, Water Efficiency Program Manager
Action: Direct Executive Director to contract with Land IQ for the aerial imagery analysis work
5. **RETIRED ANNUITANT TEMPORARY EMPLOYMENT**
Discussion: Jim Peifer, Executive Director
Action: Authorize the Executive Director to Enter into an Agreement with Barbara Houghton as a Retired Annuitant Temporary Employee and Approve a Budget Adjustment to Increase Revenues in the SGA Service Fee Budget Category by \$30,000 and Increase Expenses by \$30,000 in the Staff Budget Category.
6. **STRATEGIC PLAN**
Discussion: Jim Peifer, Executive Director
Executive Committee to provide input into the development of the Strategic Plan

7. **VOLUNTARY AGREEMENT AD HOC COMMITTEE**
Discussion: Kerry Schmitz, Ad Hoc Committee Chair and Jim Peifer, Executive Director
Action: Recommend the Board of Directors approve the Voluntary Agreement Consultant Assistance Program Agreement
8. **RWA LEGISLATIVE AND REGULATORY PRIORITY AND POLICY ISSUES**
Presentation and Discussion: Ryan Ojakian, Legislative and Regulatory Program Manager
Action: Recommend the Board of Directors approve the RWA Legislative and Regulatory Priority and Policy Issues
9. **FEDERAL AFFAIRS AD HOC COMMITTEE – COMMITTEE RECOMMENDATIONS AND RWA FEDERAL PLATFORM**
Discussion: Sean Bigley, Ad Hoc Committee Chair
10. **RWA JANUARY 9, 2020 BOARD MEETING AGENDA**
Action: Approve Agenda for January 9, 2020 Meeting of the RWA Board of Directors
11. **EXECUTIVE DIRECTOR’S REPORT**
12. **DIRECTORS’ COMMENTS**
13. **ADJOURNMENT**

Upcoming meetings:

Upcoming Executive Committee Meetings – January 22, 2020 and February 19, 2020 at 8:30 a.m. at the RWA office

Next RWA Board of Directors’ Meeting – Thursday, January 9, 2020 at 9:00 a.m. in the RWA conference room, 5620 Birdcage Street, Suite 110, Citrus heights, CA 95610

AGENDA ITEM: 15. b.

SACRAMENTO GROUNDWATER AUTHORITY REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, December 12, 2019; 9:00 a.m.

5620 Birdcage Street, Suite 110

Citrus Heights, CA 95610

(916)967-7692

AGENDA

The Board will discuss all items on this agenda, and may take action on any of those items, including information items and continued items. The Board may also discuss other items that do not appear on this agenda, but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this agenda.

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 967-7692. Requests must be made as early as possible, and at least one full business day before the start of the meeting. The Board of Directors may consider any agenda item at any time during the meeting.

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENT:** Members of the Public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.
- 3. BOARD SECRETARY APPOINTMENT**
Action: Appoint Josette Reina-Luken as the SGA Board Secretary
- 4. CONSENT CALENDAR**
Minutes of the August 8, 2019 and October 10, 2019 meetings
Action: Approve August 8, 2019 and October 10, 2019 meeting minutes
- 5. WATER MANAGEMENT OPTIONS PILOT MEMORANDUM OF AGREEMENT**
Information Update: Rob Swartz, Manager of Technical Services
Action Item: Authorize the Executive Director to enter into a Water Management Options Pilot Memorandum of Agreement with the Regional Water Authority and United States Bureau of Reclamation
- 6. ELECTION OF 2019 SGA OFFICERS**
Information Update: SGA Nominating Committee update and recommendations
Action: Elect 2019 SGA Chair and Vice Chair
- 7. GROUNDWATER SUSTAINABILITY PLAN DEVELOPMENT UPDATE**
Information Update: Rob Swartz, Manager of Technical Services

8. **AN OVERVIEW OF THE SACRAMENTO GROUNDWATER AUTHORITY**
Information Presentation: Rob Swartz, Manager of Technical Services
9. **SGA FISCAL YEAR 2020 BUDGET REALLOCATION**
Discussion: Jim Peifer, Executive Director
Action Item: Action: Reallocate \$30,000 from the SGA Professional Fees Budget Category to the Staff Expenses Budget Category
10. **EXECUTIVE DIRECTOR'S REPORT**
11. **DIRECTORS' COMMENTS**
12. **ADJOURNMENT**

Next SGA Board of Director's Meeting – February 13, 2020 at 9:00 a.m. at the RWA/SGA office, 5620 Birdcage Street, Suite 110, Citrus Heights

Notification will be emailed when the SGA electronic packet is complete and posted on the SGA website at <http://www.sgah2o.org/meeting/board-meetings/>



Agenda Item: 16

Date: December 9, 2019
Subject: Committee Reports
Staff Contact: Dan York, General Manager

There is no report for this item.



Agenda Item: 17

Date: December 10, 2019

Subject: 2019 Budget Reallocations

Staff Contact: Daniel A. Bills, Director of Finance and Administration

Discussion:

As required by Board actions taken upon adoption of the 2019 Budget, staff is reporting the following Budget reallocations taken by the General Manager:

CIP Budget Reallocations

At budget adoption, the Board authorizes “the General Manager to adjust and/or reallocate amongst the project type cost categories as necessary within the total CIP Budget amount.” Over the past few months, the General Manager authorized transfers between various projects as described in Exhibit 1. The total amended CIP budget of \$18,260,000 is unchanged.

EXHIBIT 1 - CY2019 CIP Budget Transfers

Project Number	Project Name	Original Approved Budget	Reallocated Amount	Current Budget Estimated	Reason for Transfer
SC19-009	WELL REHAB/PUMP ST IMPROVEMENT	790,000.00	550,000.00	1,340,000.00	Funds are need as costs for unplanned well rehab projects came in more than budgeted amount.
SC19-010	SCADA RTU/COMMUN IMPROVEMENT	60,000.00	(40,000.00)	20,000.00	Fund are available as revised forecast costs are less than budgeted amount.
SC19-012	WELL REPLACEMENTS	2,800,000.00	(950,000.00)	1,850,000.00	Fund are available as some of construction work are going slower than anticipated.
SC19-013	ELECTRICAL IMPROV @WELL SITES	220,000.00	(220,000.00)	-	Project is re-evaluated.
SC19-018	DISTRIBUTION MAIN REPLACEMENTS	9,300,000.00	(500,000.00)	8,800,000.00	Fund are available as revised forecast costs are less than budgeted amount.
SC19-019	DIST MAIN IMPRV/EXT/INTERTIES	1,400,000.00	(115,000.00)	1,285,000.00	Fund are available as revised forecast costs are less than budgeted amount.
SC19-020	MCCLELLAN LINE REPL	80,000.00	(80,000.00)	-	Project is moved to CY2020.
SC19-022	WTR RELATED STREET IMPRV	220,000.00	(83,500.00)	136,500.00	Fund are available as revised forecast costs are less than budgeted amount.
SC19-024	METER RETROFIT PROGRAM	2,500,000.00	400,000.00	2,900,000.00	Funds are needed as project was enlarged.
SC19-034	RESERVIOR/TANK IMPROVMENT	685,000.00	(490,000.00)	195,000.00	Fund are available as revised forecast costs are less than budgeted amount.
SC19-035	CORROSION CONTROL-TRAN MAINS	50,000.00	(26,500.00)	23,500.00	Fund are available as revised forecast costs are less than budgeted amount.
SC19-038	LARGE WTR METER >3" REPL	100,000.00	7,000.00	107,000.00	Funds are needed as material costs came in higher than budgeted.
SC19-046	TANK INSPECTION & REPAIRS	50,000.00	48,000.00	98,000.00	Funds are needed as material costs came in higher than budgeted.
SF19-480	AMI REPLACEMENTS	-	1,500,000.00	1,500,000.00	Funds are needed as this project was not budgeted.
	Total	\$ 18,255,000.00	\$ -	\$ 18,255,000.00	



Agenda Item: 18

Date: December 2, 2019

Subject: Legislative and Regulatory Update

Staff Contact: Greg Bundesen, Water Conservation Supervisor

1. RWA Government Affairs Committee

The 2019 legislative session has come to a close. Table 1 below shows the Assembly Bills (AB) and Senate Bills (SB) staff tracked throughout the year. The table is organized to show the bill number, name, voting results, District's recommended position regarding the bill (favor, not favor, watch), the Sacramento Regional Water Authority's (RWA) position, and the Association of California Water Agencies' (ACWA) position. Staff worked with RWA and ACWA to follow each bill and update Table 1 during the legislative session. A summary of each bill can be provided upon request. Due to the high number of bills, staff has updated the table to track only the bills tracked by RWA's Advocacy Committee, ACWA's Legislative Committee, and other bills that could impact SSWD.

2. Notable Updates

- a. The RWA Advocacy Committee began work on a new set of Policy Principles (Principles) that will guide the Advocacy Program. The Principles set priorities for long-standing, foundational issues at the core of RWA's mission. Once vetted by the Advocacy Committee, the Principles will go to the RWA Board for approval.
- b. The State Water Resources Control Board (SWRCB) and the Department of Water Resources (DWR) continued their development for AB1668 and SB606 (Water Conservation Regulations) by convening several workgroup meetings. There are seven workgroups in total. District staff was selected to participate on the Water Use Studies workgroup, which held its first meeting on November 19, 2019. The Water Use Studies group will be discussing the use of current research and new research needed to ensure the state is setting appropriate water use standards as part of the legislation.

3. Correspondence

- a. The District signed on to two separate letters to SWRCB regarding the implementation of the water loss legislation that is part of SB555, SB606, and AB1668. The letters were sent by a coalition of water utilities and interested parties and contained recommendations for evaluating water loss programs. The District also sent out its own letter with similar recommendations. A copy of the letters can be provided on request.

4. Ongoing Bill Implementation

- a. AB 1668 and SB 606: Requires SWRCB and the DWR to adopt long-term standards for the efficient use of water on or before June 30, 2022. The long-term standards estimate indoor water use (55 gallons per person per day), outdoor water use (measured

by satellite), water loss (validated in accordance with SB 555), and Commercial, Industrial, and Institutional water use (yet to be determined). SWRCB and DWR are currently in the rule making process of the legislation. Recommendations for performance standards are due by October 1, 2021. Staff is engaged in the rule making process. DWR has published a primer of how the indoor and outdoor water use standard will be calculated. The next step is to calculate the outdoor standards by taking landscape measurements via satellite.

DWR has created several workgroups to help develop the water conservation framework regulations over the next several years. The various groups include:

1. Wholesale Water Loss;
2. Water Use Studies;
3. Standards and Methodologies;
4. Urban Water Management Plan Guidebook;
5. Annual Water Supply and Demand Assessment; and,
6. Data Streamlining

Staff will continue to engage DWR and these workgroups regarding Framework implementation and report back to the Board regarding any progress or significant updates.

Bill Number	Name	District Position	RWA Position	ACWA Position	Result
AB 533	Income Tax: Water Conservation or Efficiency Programs	Favor	Favor	Watch	Held In Committee
AB 510	Records Retention Requirements	Favor	Favor	Favor	Two Year Bill
AB 933	Ecosystem Resilience Program	Favor	Favor	Favor	Held In Committee
AB 1204	MCL Compliance Notifications	Favor	Favor	Favor	Two Year Bill
AB 60	Water Meter Accuracy	Favor if Amended	Favor if Amended	Favor if Amended	Held In Committee
SB 414	Failing Public Water System Requirements	Watch	Watch	Watch	Held In Committee
SB 402	Local Funding Stabilization Program	Watch	Watch	Watch	Held in Committee



Agenda Item: 19

Date: December 9, 2019

Subject: Upcoming Water Industry Events

Staff Contact: Heather Hernandez-Fort, Executive Assistant to the General Manager

Note that the Board adopted Policy governing Director compensation and expense reimbursement section 200.20(g) states that Directors may receive a meeting stipend (currently \$100.00) for “meetings, water industry events or office visits of a substantial duration concerning substantive District business as requested and approved for payment by the General Manager or the Board President...” Just because information is presented on upcoming water industry events, or regularly scheduled meetings of other water districts, does not necessarily imply that approval for a compensable meeting or reimbursement of expenses are triggered.

Below is a list of upcoming water industry events:

Upcoming Events

1. NACWA Winter Conference
February 4-7, 2020
Atlanta, CA
<https://www.nacwa.org/conferences-events/2020-winter-conference>

2. RWA Special Board Meeting
February 15, 2020
RWA Office
<http://rwah2o.org/>

3. ACWA Legislative Symposium
March 12, 2020
Sacramento, CA
<https://www.acwa.com/events/>

4. RWA Board Meeting
March 14, 2020
RWA Office
<http://rwah2o.org/>

Upcoming Water Industry Events

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5. Cal-Neva AWWA Spring conference
April 6-9, 2020
Anaheim, CA
https://www.ca-nv-awwa.org/canv/CNS/Events_Classes/Future_Events/Annual_Spring_Conference_2020/CNS/EventsandClasses/conf/SC20/SC2020.aspx?hkey=d049e7ba-a5ef-4007-8940-7dbfce971ae8
6. Sacramento Metro Chamber of Commerce Capitol to Capitol
April 25 – 29, 2020
Washington DC
<https://metrochamber.org/>
7. RWA Board Meeting
May 2, 2020
RWA Office
<http://rwah2o.org/>
8. ACWA Spring Conference
May 5-8, 2020
Monterey, CA
<https://www.acwa.com/events/2020-spring-conference-exhibition/>
9. American Water Works Association Annual Conference & Exposition
June 14-17, 2020
Orlando, FL
<https://www.awwa.org/Events-Education/Exhibitors-Sponsors>

Below is a partial list of local Water Purveyors Regular Board Meeting information and websites:

- Carmichael Water District: <http://carmichaelwd.org/> - Every 3rd Monday of the month at 7:00 p.m.
- Citrus Heights Water District: <http://chwd.org/> - Every 3rd Wednesday of the month at 6:30 p.m.
- Del Paso Manor Water District: <https://www.delpasomanorwd.org/> (916)487-0419 - Every 1st Tuesday of the month at 6:30 p.m.
- El Dorado County Water Agency - <http://www.edlafco.us/> - Every 4th Wednesday of the month at 5:30 p.m.
- El Dorado Irrigation District - <http://www.eid.org/> - Every 2nd and 4th Monday's of the month at 9:00 a.m.
- Fair Oaks Water District: <http://www.fowd.com/> - Every 2nd Monday of the month at 6:30 p.m.

Upcoming Water Industry Events

December 9, 2019

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- Natomas Mutual Water Company - <http://natomaswater.com/> - Every 2nd Tuesday of the month at 9:00 a.m.
- Orangevale Water Company - <https://orangevalewater.com/> - Every 1st Tuesday of the month at 4:00 p.m.
- Placer County Water Agency: <https://pcwa.net/> - Every 1st and 3rd Thursdays of the month at 2:00 p.m.
- Rio Linda/Elverta Community WD: <http://www.rlecwd.com/> - Every 3rd Monday of the month at 6:30 p.m.
- San Juan Water District: <http://www.sjwd.org/> - Every 4th Wednesday of the month at 6:00 p.m.



Agenda Item: 20

Date: December 9, 2019

Subject: Upcoming Policy Review – Training and Career Development Policy (PL – HR 004)

Staff Contact: Cassie Crittenden, Human Resources Coordinator

Recommended Board Action:

Approve the updated Training and Career Development Policy (PL – HR 004) with changes.

Discussion:

Included with this report is the Training and Career Development Policy (PL -HR 004) redline version for the Board’s review and approval. The policy was originally adopted by the Board in November 2003 and last revised in November 2017.

Staff recommends adopting the updated Training and Career Development Policy. Both, a redlined version (Attachment 1) and clean version (Attachment 2) are included for your reference. In summary, edits were made to the following sections:

Section 100.00 – Revised to include language that personal and professional development is not only the responsibility of staff, but management and human resources as well.

Section 200.00 – Revised to include the types of training opportunities staff have for personal and professional development.

Section 300.00 – Revised adding a “his/her designee” as an additional authority to establish and pre-approve all non-mandatory training courses, along with the General Manager.

Fiscal Impact:

Adopting the policy updates has no fiscal impact.

Strategic Plan Alignment:

Goal E: Retain and Recruit a Qualified and Stable Workforce.

District customers benefit from having a uniform and consistent program for effective employee training and career development as this will assist the District in retaining and recruiting a qualified and stable workforce.

Attachments:

- 1 – Training and Career Development Policy (PL – HR 004)- redlined
- 2 – Training and Career Development Policy (PL – HR 004) - clean

Sacramento Suburban Water District

Training and Career Development Policy

~~Effective:~~Adopted: November 17, 2003
~~Revised: October 15, 2007; November 21, 2011; December 21, 2015; November 20,~~
~~2017~~Approved with changes on: XXX

100.00 Purpose of the Policy

The purpose of this policy is to establish a uniform and consistent program to provide District-wide training and career development for its employees. This policy also serves as a guide to promote and conduct training and educational activities that provide for the employee's personal and professional growth, enhance job skills, and encourage positive professional behavior. This policy is a reminder that employees, managers, and human resources should all collaborate to build a continuous professional development culture, which ~~This policy reminds employees that developing and promoting a positive organization image is essential to the District's future operations.~~

200.00 Policy

The District will provide all of its employees a program of continuous training and career development that is tailored to their position, meets District goals, complies with all legal and regulatory requirements, and promotes professional enrichment. The District also promotes and encourages employees to participate in educational activities, formal training sessions, employee coaching and mentoring, participating in conferences, on-the-job training, job shadowing, and job rotation ~~to improve~~increase employee job proficiency, knowledge, and skills ~~and improve work force stability~~. This policy is expected to enhance the District's ability to retain and attract outstanding employees.

300.00 Authority and Responsibility

The General Manager or his/her designee is authorized and responsible for establishing a training program that a) provides all employees who require a license or certificate to perform critical District functions an opportunity to earn or maintain such a license or certificate, and b) provides an opportunity for employees to complete other mandatory training. The General Manager or his/her designee will pre-approve all mandatory training courses; fees and related expenses will be paid by the District.

The General Manager or his/her designee is further authorized to establish training and career development programs and pre-approve all non-mandatory training courses and programs that will enhance employee skills in accordance with the District's mission statement, values, goals, and principles; fees, tuition, and related expenses will be paid by the District as determined and approved by the General Manager.

400.00 Policy Review

This Policy will be reviewed at least biennially.

Sacramento Suburban Water District

Training and Career Development Policy

Adopted: November 17, 2003
Approved with changes on: XX

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